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ABSTRACT

The objectives of this volume are to present the National Data Coordinator with an overview of the document input-output relationships, explain data validation and processing procedures required to produce the Quarterly Management Reports from input documents submitted by the Parent Child Centers (PCC's), and to specify system resource requirements and distribution and file maintenance procedures for the entire Management Information System. It presents the Input Quarterly Reports that are required for each of the Output Quarterly Management Reports, and a detailed set of strictly sequenced validation procedures to be used in "cleaning" the input data as it arrives. It specifies the steps to be followed in transcribing key data elements from the input reports to interim worksheets and in performing a series of calculations to transform the input data into the information required for Output Quarterly Management Reports. Presented are details of the personnel and material resources required to operate the system presently at local and national levels, as well as the basic file maintenance procedures for storing and retrieving input documents. (Author/WM)

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Parent Child Center

Management Information System

System Documentation:

Vol. I. Documentation of System Requirements and Information Flow

Abt Associates
Cambridge, Mass.
Report #73-63

EA 005 761

Keith McClellan
Project Director

May 31, 1973

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It is a pleasure to acknowledge my indebtedness to the many people who have contributed to this study. Barbara Bates worked long hours as the technical project officer to make this project successful. She obtained necessary clearances from the Office of Management and Budget (OMB), the Forms Control Officer of the Department of Health, Education and Welfare, and the Office of the Secretary. She arranged for countless meetings with MIS Review Committees, grants management officers, the Department of HEW Data Management Center, newsletter publication review committee, PCC program officials, and Office of Child Development management personnel. She reviewed and approved project products. If a person of less vigor and persistance had been the technical project officer for this project, the PCC MIS would have floundered under the weight of the checks and balances involved in this type of assignment.

Thomas B. Letaw, Sr., the contracting officer, went beyond the call of duty in his coordination of the complex contract required for the concurrent design and implementation of a management information system.

Richard H. Johnson, Chief of the Parent Child Center Program, also deserves special commendation for his role in making the PCC MIS work. His early decision to give his entire support to the PCC MIS is a key reason for the success of the system. Mr. Johnson made decisions when they were needed, provided support when it was appropriate, and demonstrated the value of the system by using data from it to make management decisions.

The Parent Child Center MIS Review Committee also deserves recognition. Helen Howerton, Alan Kreger, Arne Anderson, Ruth Rucker, Marion Grayson, and Ferdinand Moore of this committee worked hard on behalf of the PCC MIS.

Avram Saunders and Dunkin Adams of the Grants Management Division of the Office of Child Development, and Fredrick Will, former Director of that Division, were of great help in designing and implementing the PCC MIS. Mr. James Robinson, Director of Project Head Start, Harley Frankel, Director of the Bureau of Child Development Services and Esther Kresh, Acting Director of the Division of Research and Evaluation, were supportive of the system at critical junctures.

A number of persons no longer with the Office of Child Development were also important to the development and implementation of the system. Dr. Edward Zigler, the first Director of the Office of Child Development; Dr. Charles Gershenson, formerly Director of Research and Evaluation for the Office of Child development; Dr. Lois-Ellin Datta, formerly acting Director of the Research and Evaluation Division of OCD; Richard Orton, formerly Director of the Bureau of Head Start and Child Services Programs are only a handful of OCD staff members that took a personal interest in the success of the PCC MIS.

At Abt Associates Inc., a number of people deserve acknowledgement for their work on the PCC MIS. The original team that designed the system, conducted the workshops and provided on-site technical assistance deserves special credit. David and Donna Warner, Laura Studen, Carol Bellotti Conley, and William Walker were the core of the PCC MIS effort at Abt.

Donna Warner was the key staff member in setting up workshops, revising the User's Manual, and in processing quarterly data. David functioned as Deputy Contract Manager on this project. His ideas about cost analysis and system design were invaluable to the project's success. Laura Studen was editor of the PCC Newsletter. She also played an important role in the development of non-directed learning packages for the workshops. Carol Conley acted as National Data Coordinator and helped with considerations of alternative data processing procedures. All of these key staff provided on-site T-A.

Richard R. Ruopp, Area Vice President, and Brigid O'Farrel were also key participants in the system design and implementation. Much of the documentation of the system was by David Phelan. Pat Bergstein and Alice LeBlanc also contributed to the system; Pat in early stages of system development, Alice toward the end of the contract.

Often the support staff are unduely neglected. Karen Malmberg coordinated the xeroxing. Joyce Stamps, Ilona Ferraro, and Margie Gorman either did or made sure that typing and a myriad of logistical problems associated with a project of this kind were done with a minimum of "hassle." The graphic division of Abt designed the formats for forms. Harry Dey, Harold Sweet, and Russ Benson deserve credit for the bulk of this work.

Barbara, my wife, and my family endured the study and the prolonged absence that was often required. They have my love and my gratitude.

Finally, I wish to thank the directors, data coordinators, and grantees of the 35 Parent Child Centers that helped to design and launch the PCC MIS. They are the most important single reasons for the success of this project.

Keith McClellan
PCC MIS PROJECT DIRECTOR

June 1, 1973

VOLUME I: DOCUMENTATION OF SYSTEM REQUIREMENTS AND INFORMATION FLOW

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Introduction

The Parent Child Center (PCC) Management Information System (MIS) consists of three interlocking components -- (1) a standard set of recordkeeping forms for local PCCs, (2) an interlocking set of quarterly reporting forms, and (3) a series of management reports that can be generated from the data that are reported on the quarterly reporting forms. The definitions and procedures that are required for uniform recordkeeping and information reporting are contained in a User's Manual. The organization of the system, the basic uses of the system for management decision-making, the procedures for data validation and preparation, decision rules for contingencies, file and maintenance procedures, resource requirements for system operation, computations and estimating procedures, and reporting schedules are contained in this two volume set of PCC MIS Documentation.

The system documentation has two purposes. It facilitates the maintenance of the system and it permits the replication of either all of or various aspects of the system by other programs and agencies.

The maintenance of a Management Information System is a continuous process. Staff turnover at either the national and the local levels of program operation can disrupt the system. Hence, a written reference book is needed to insure that basic understanding, linkages, and procedures are not lost through staff turnover.

The passage of time is also likely to alter the circumstances that gave rise to the initial system design. For example, it may be necessary to ask local PCCs to report on the number of handicapped children being served by handicapping condition. What changes would this require in the system? How would the addition of data points affect data processing? Is it possible to link services to handicapped children to program costs? These and many other questions might be raised by a proposed change in the system. The System Documentation is a "National Data Coordinator's Handbook." It is intended for frequent usage by a limited number of PCC-MIS data processing personnel. As such, it is expected to have the technical and pragmatic objective of conveying the mechanics of processing existing input data into system output in an efficient manner. It is a "how to do it" handbook.

Volume II of the Documentation is intended for a different specialized use. It is a detailed record of the PCC MIS design. It will assist in questions of proposed system changes, such as data deletions or additions. It enables a systems analyst to trace the flow of information and thus to see how proposed changes affect the system's operation. It also facilitates replication of the general approach and methodology embodied in the PCC MIS by making system features easier to trace and reproduce accurately.

Introduction to Volume I

The objectives of this volume are to present the National Data Coordinator with an overview of the document input-output relationships, explain data validation and processing procedures required to produce the Quarterly Management Reports from input documents submitted by the PCC's, and to specify system resource requirements and distribution and file maintenance procedures, for the entire Management Information System.

The first chapter presents the input Quarterly Reports which are required for each of the output Quarterly Management Reports. This material is presented at the beginning of the volume to provide the National Data Coordinator with an overview of all of the input and output documents, before beginning the detailed data validation and preparation procedures.

The second chapter presents a detailed set of strictly sequenced validation procedures to be used in "cleaning" the input data as it arrives. The chapter includes a form to be used by the National Data Coordinator in recording the arrival and preliminary screening of each of the Quarterly input reports for each PCC. The chapter includes also a detailed set of internal cross-checks to be used by the National Data Coordinator in carefully reviewing each input report before beginning the data processing phase.

The third chapter is the core of the National Data Coordinator Handbook, specifying the steps to be followed in transcribing key data elements from the input reports to interim worksheets, and performing a series of calculations to transform the input data into the information required for output Quarterly Management Reports. These processing procedures have been carefully cross-referenced to both input and output reports. Every effort has been made to minimize the duplication of processing steps by designing worksheets useful in the preparation of several output reports simultaneously, where the same input data elements are required in several output reports.

The fourth chapter details the personnel and material resources required to operate the system presently at the local and national levels.

The fifth chapter details the basic file maintenance procedures to be followed by the National Data Coordinator in storing and retrieving input documents.

The sixth Chapter specifies the basic distribution patterns for the various Quarterly Management Reports established for the local PCC and National Program Office personnel.

SECTION I

I. DOCUMENT SOURCES FROM QUARTERLY INPUTS TO QUARTERLY MANAGEMENT REPORTS

DOCUMENT SOURCES FROM QUARTERLY REPORTS TO MANAGEMENT REPORTS

QUARTERLY PCC
Reports

1.0 Quarterly Report on Participant Characteristics

2.0 Quarterly Report on Staff Characteristics

3.0 Quarterly Report on Services to Participants I

4.0 Quarterly Report on Services to Participants II

5.0 Quarterly Report on Health Services to Participants III

6.0 Quarterly Staff Utilization Report

7.0 Quarterly Report on Donated Services

8.0 Quarterly Report on Grantee Financial

-- Director's Narrative Report

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7) Direct Cost Per Functional Activity Report;
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9) Non-Federal Cost Per Functional Activity Report
10) Personnel Hours Per Functional Activity Report;

Section III: Summary of Management Statistics for PCC Program
Part A: Unit Costs
(1) Costs Per Participant, Per Family and Per Focal Participant for the Quarter, At Annual Rates
(2) Rank Order of Total Per Participant Costs by PCC, At Annual Rates
Part B: Expenditures by Function
Part C: Participant Characteristics
Part D: Staff Characteristics
Part E: Program Services
Part F: Aggregate Cost Accounting Data

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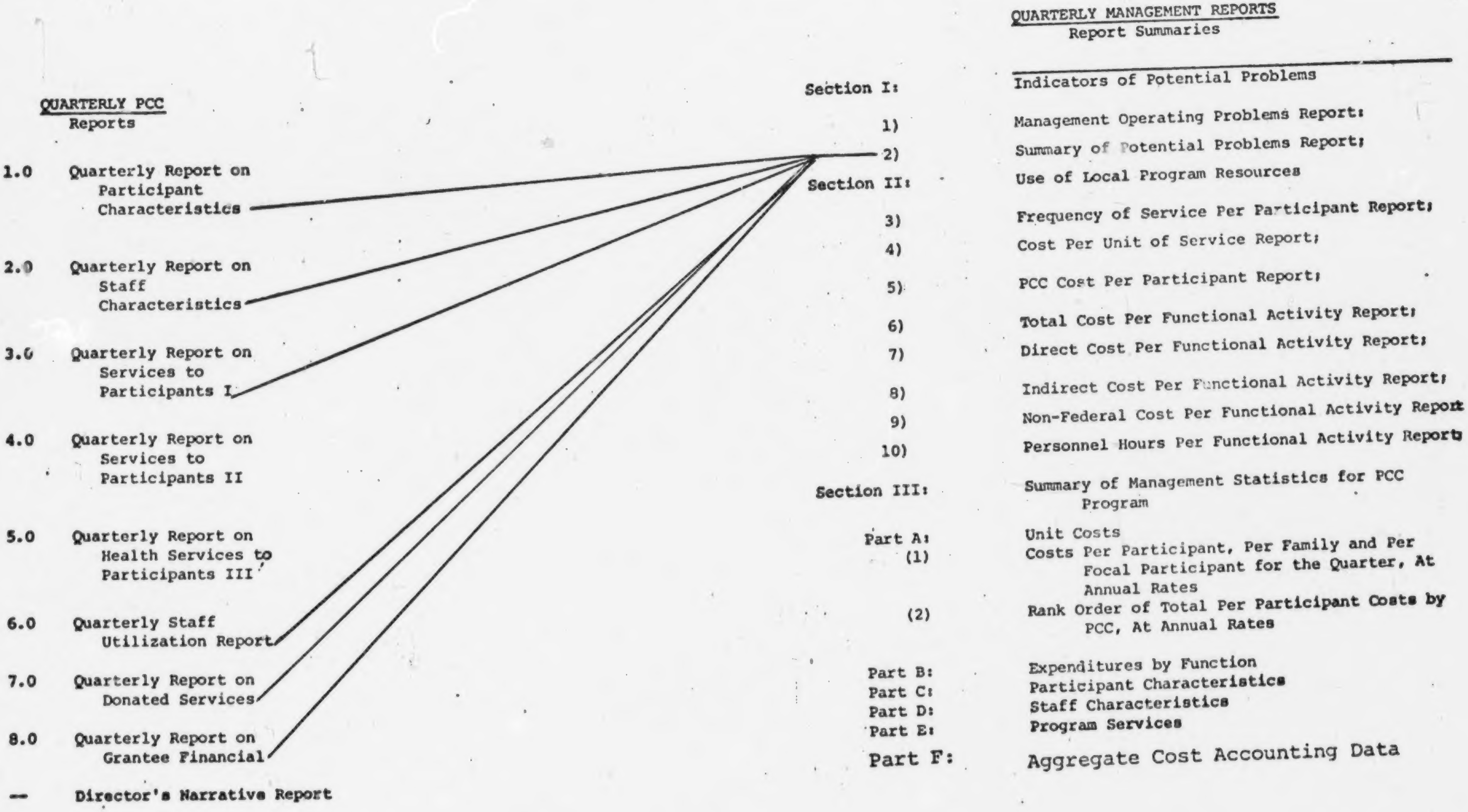

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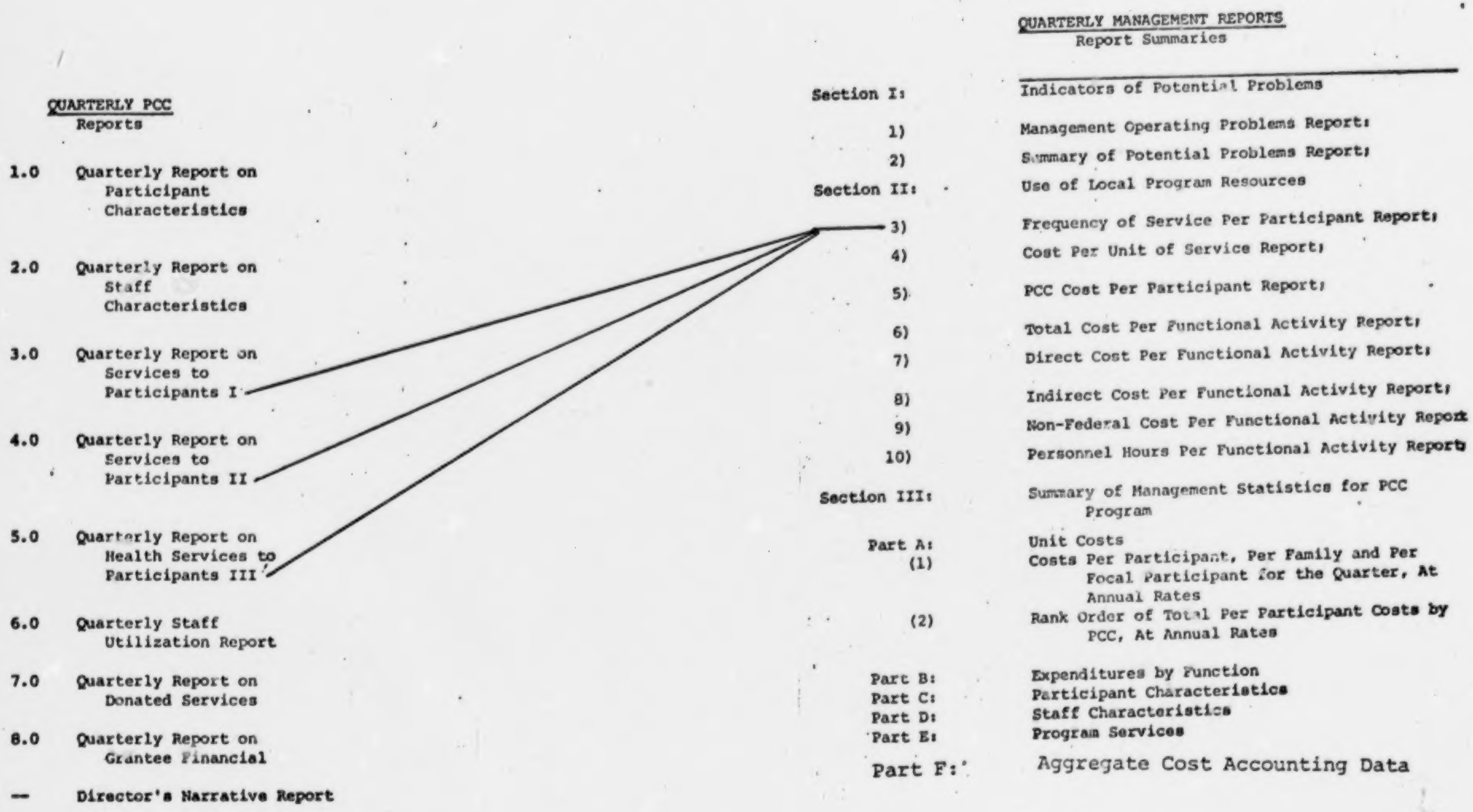

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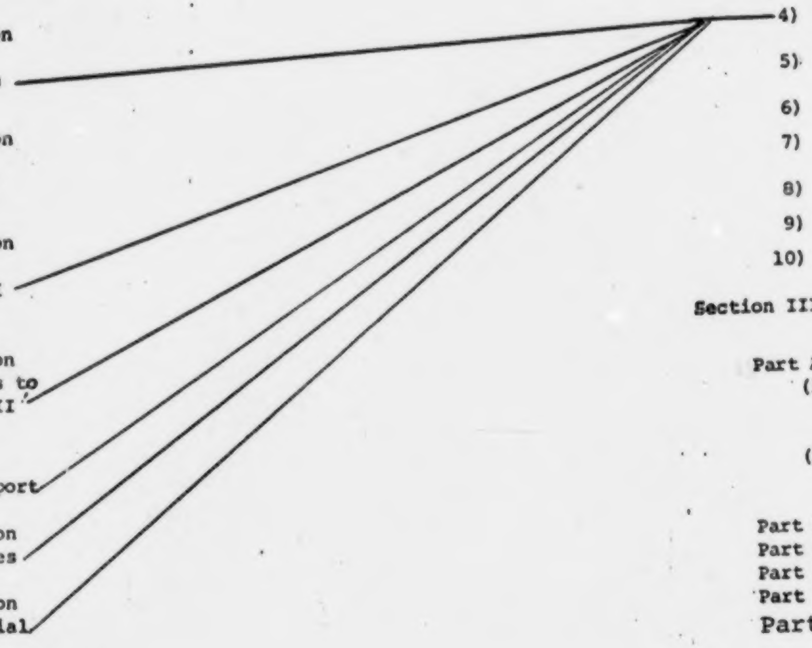

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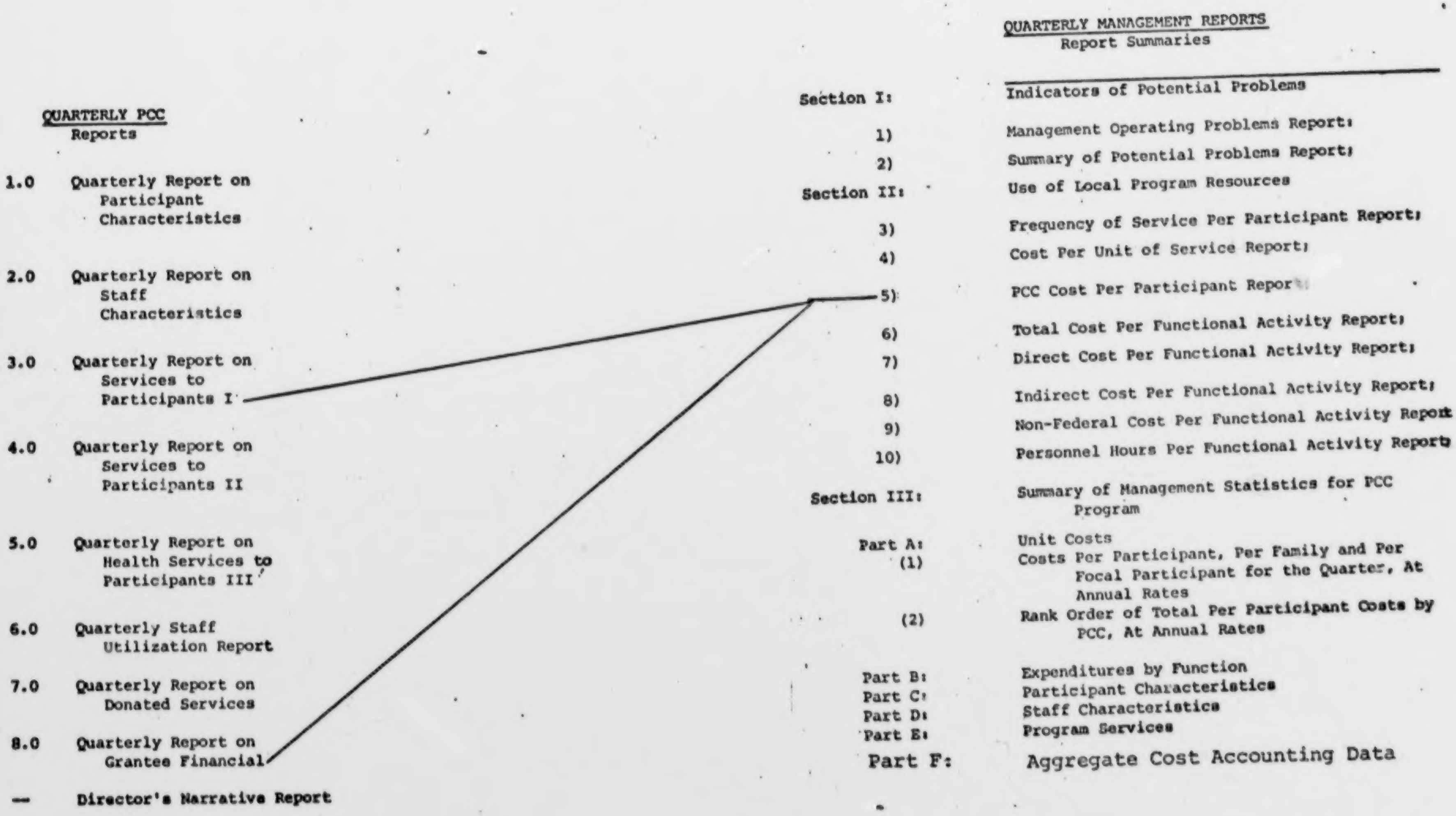

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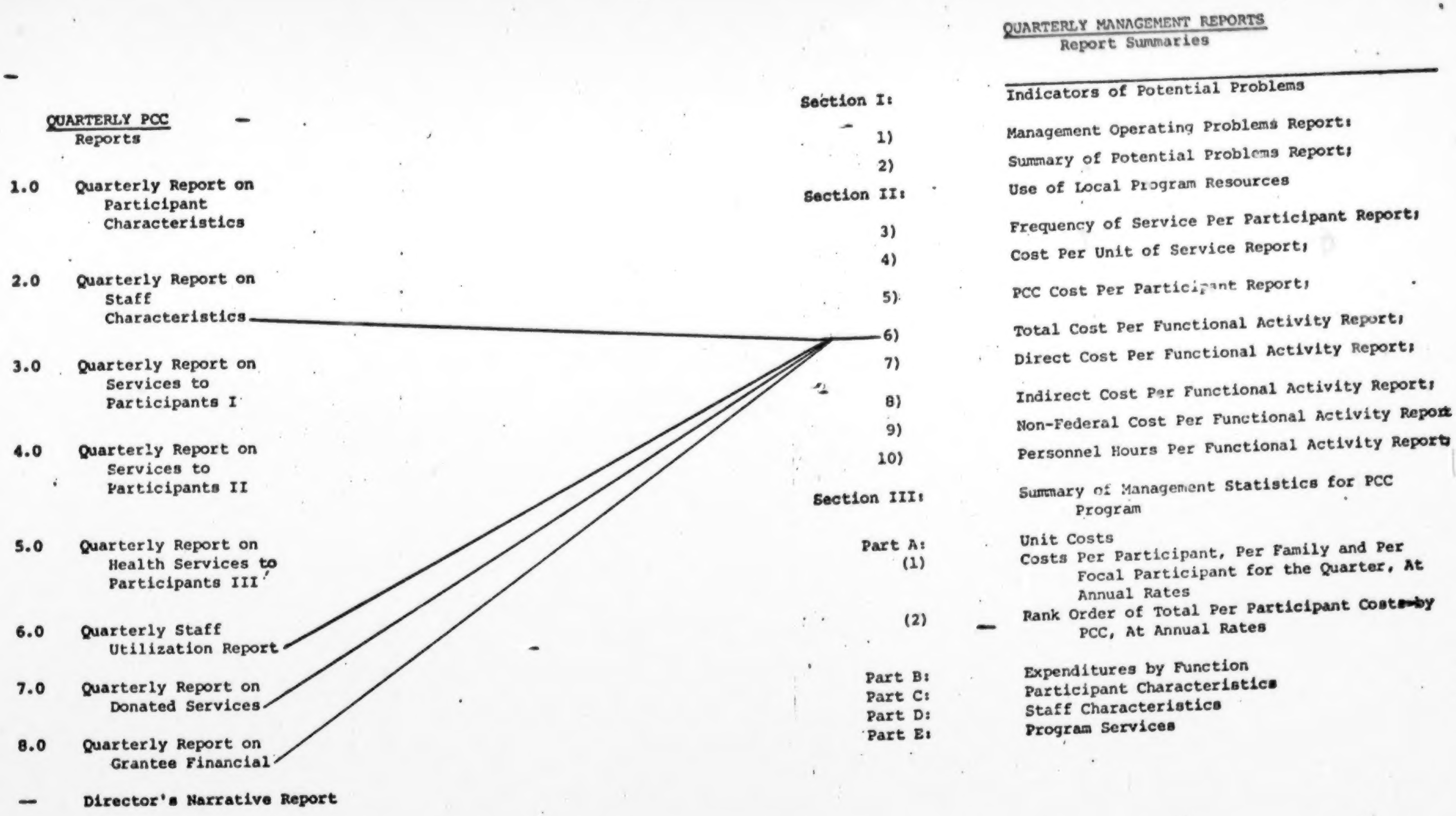

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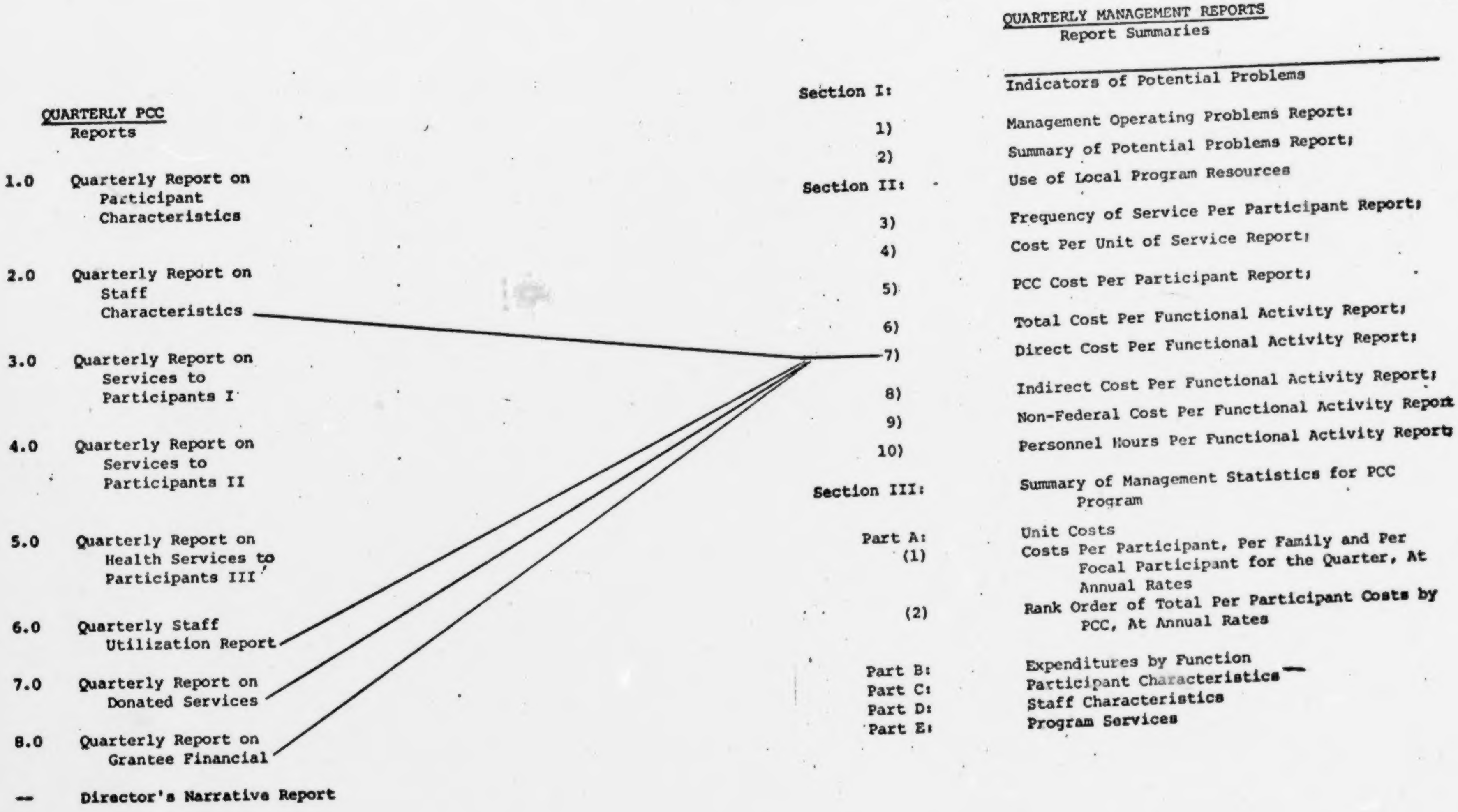

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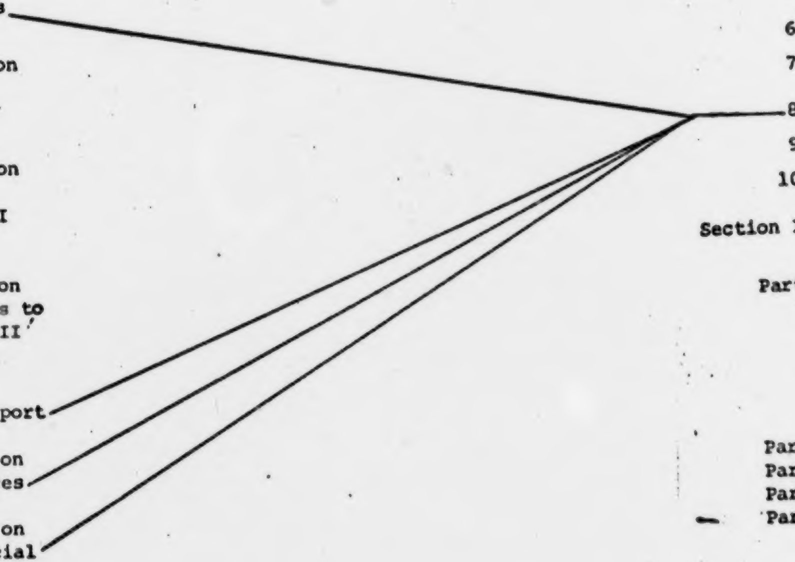

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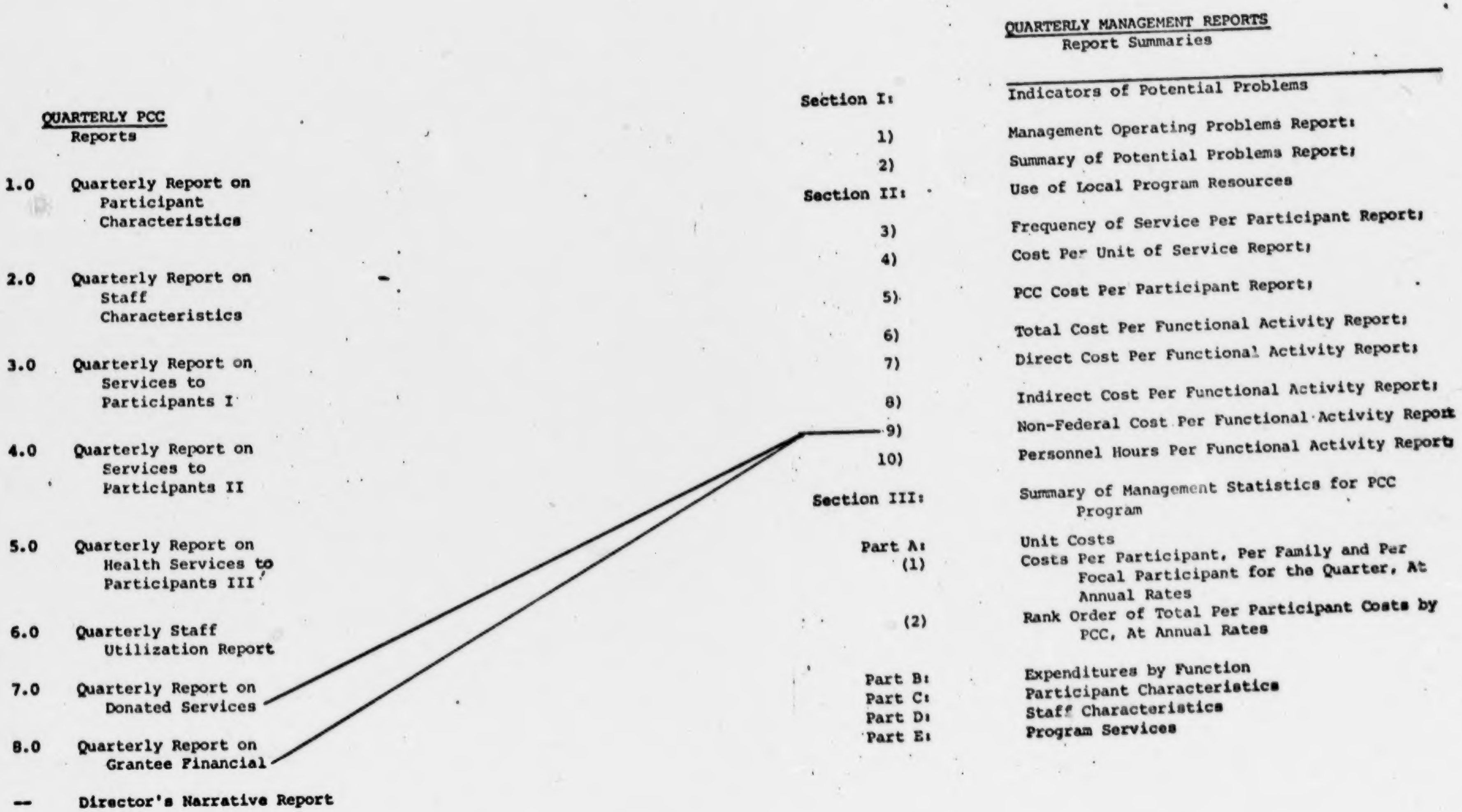

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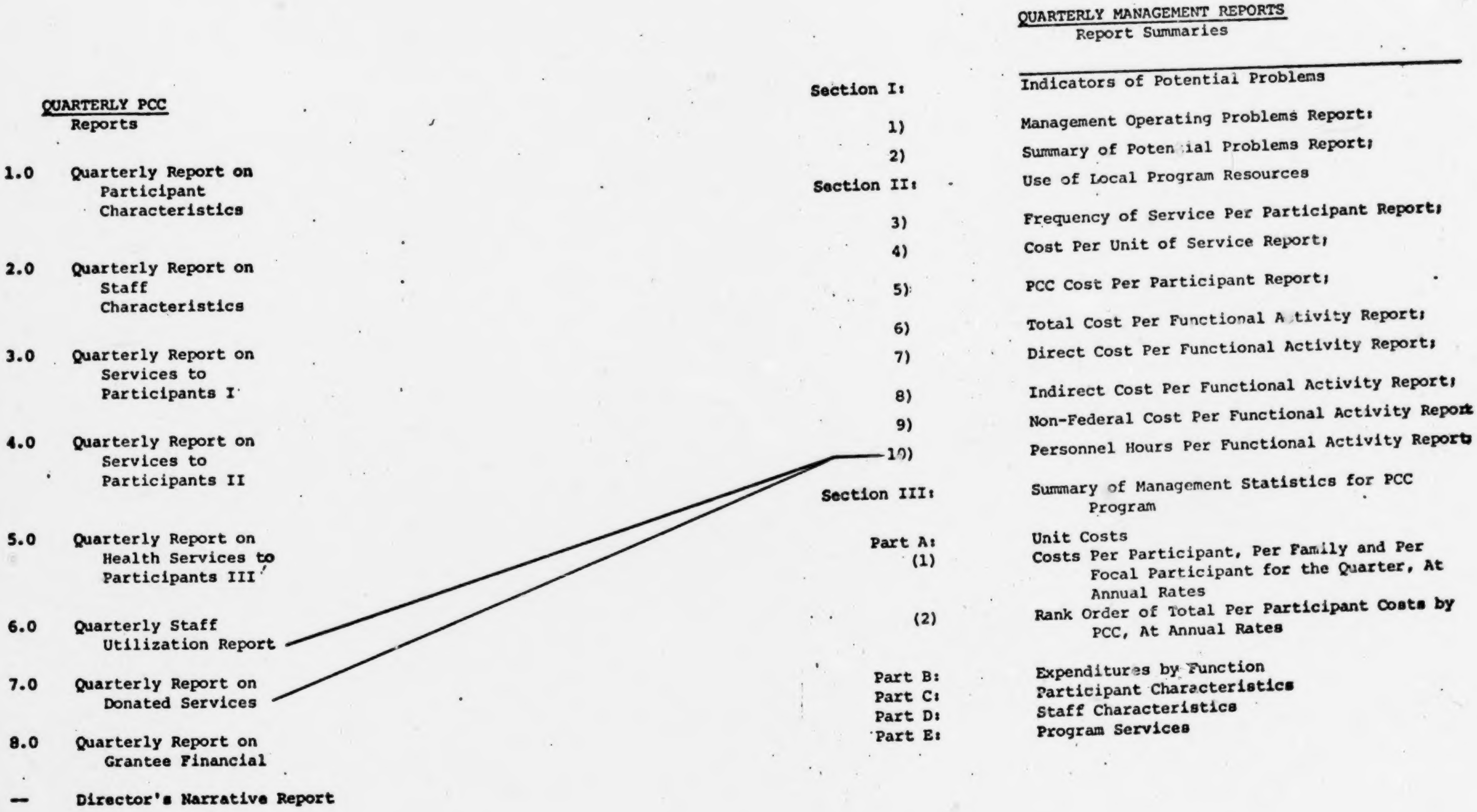

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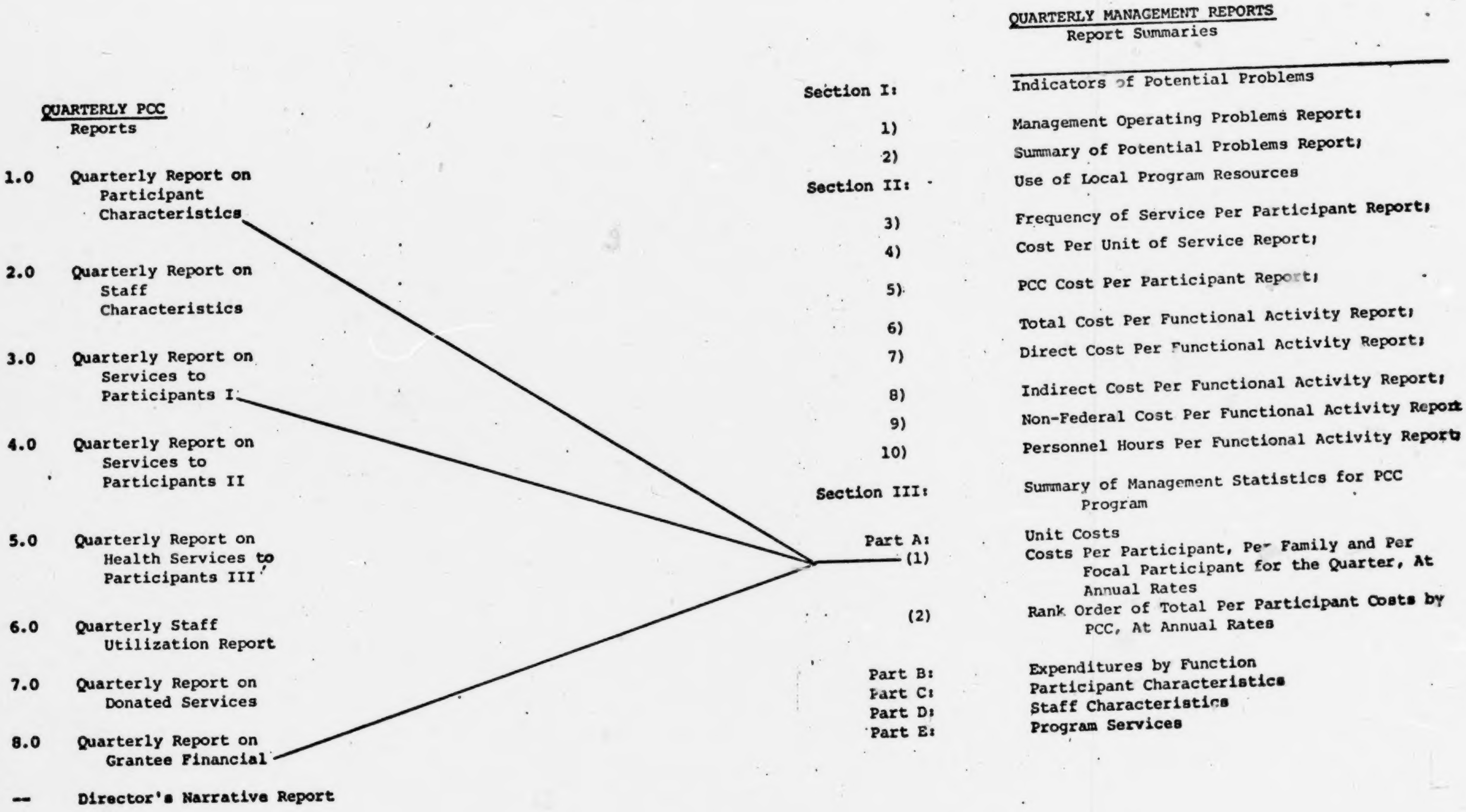

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- **6.0** Quarterly Staff Utilization Report
- **7.0** Quarterly Report on Donated Services
- **8.0** Quarterly Report on Grantee Financial
- **--** Director's Narrative Report

QUARTERLY MANAGEMENT REPORTS
Report Summaries

Section I: Indicators of Potential Problems
1) Management Operating Problems Report;
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3) Frequency of Service Per Participant Report;
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7) Direct Cost Per Functional Activity Report;
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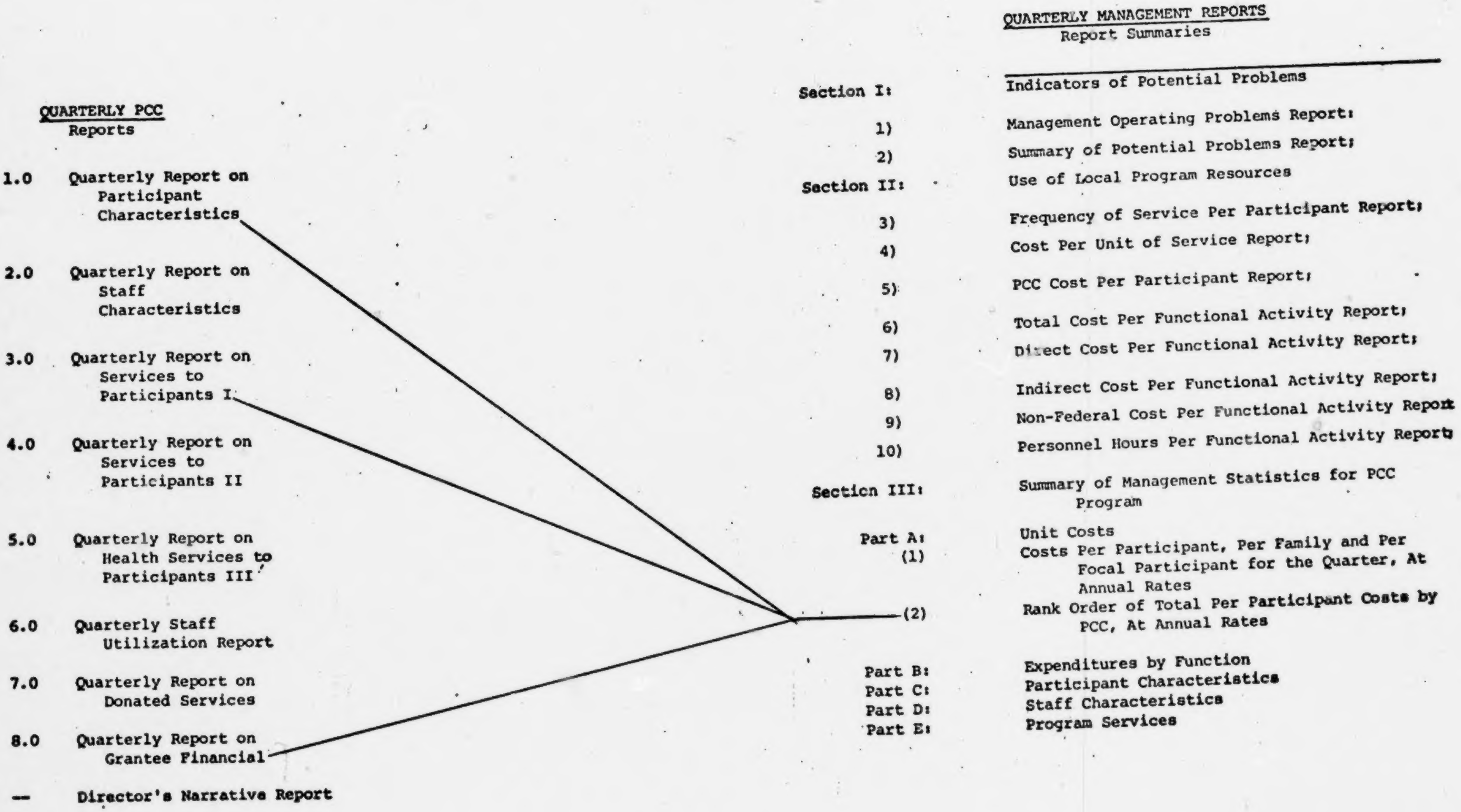
10) Personnel Hours Per Functional Activity Report

Section III: Summary of Management Statistics for PCC Program
Part A: Unit Costs
(1) Costs Per Participant, Per Family and Per Focal Participant for the Quarter, At Annual Rates
(2) Rank Order of Total Per Participant Costs by PCC, At Annual Rates
Part B: Expenditures by Function
Part C: Participant Characteristics
Part D: Staff Characteristics
Part E: Program Services

DOCUMENT SOURCES FROM QUARTERLY REPORTS TO MANAGEMENT REPORTS



QUARTERLY PCC
Reports

1.0 **Quarterly Report on Participant Characteristics**

2.0 **Quarterly Report on Staff Characteristics**

3.0 **Quarterly Report on Services to Participants I**

4.0 **Quarterly Report on Services to Participants II**

5.0 **Quarterly Report on Health Services to Participants III**

6.0 **Quarterly Staff Utilization Report**

7.0 **Quarterly Report on Donated Services**

8.0 **Quarterly Report on Grantee Financial**

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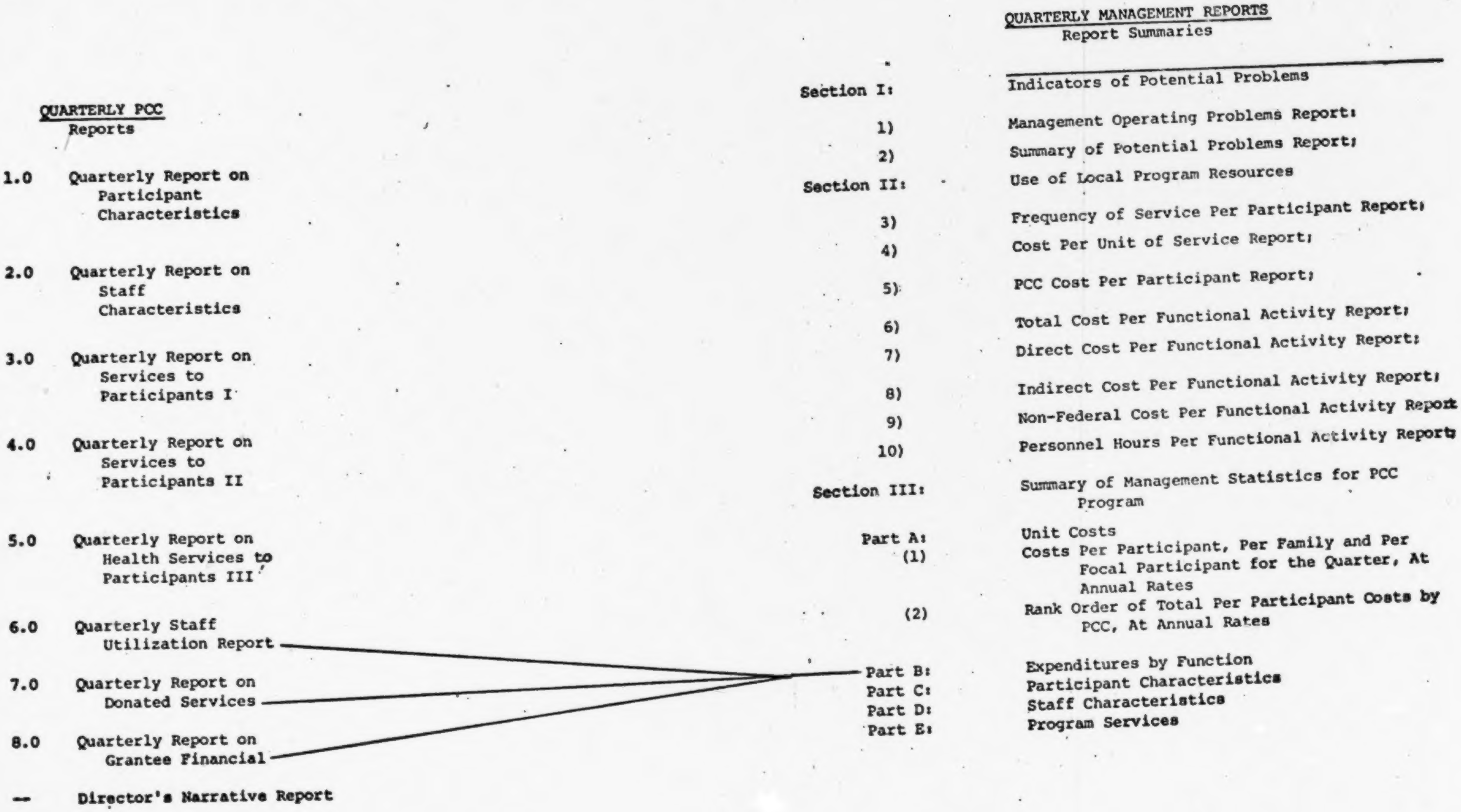

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Part F: Aggregate Cost Accounting Data

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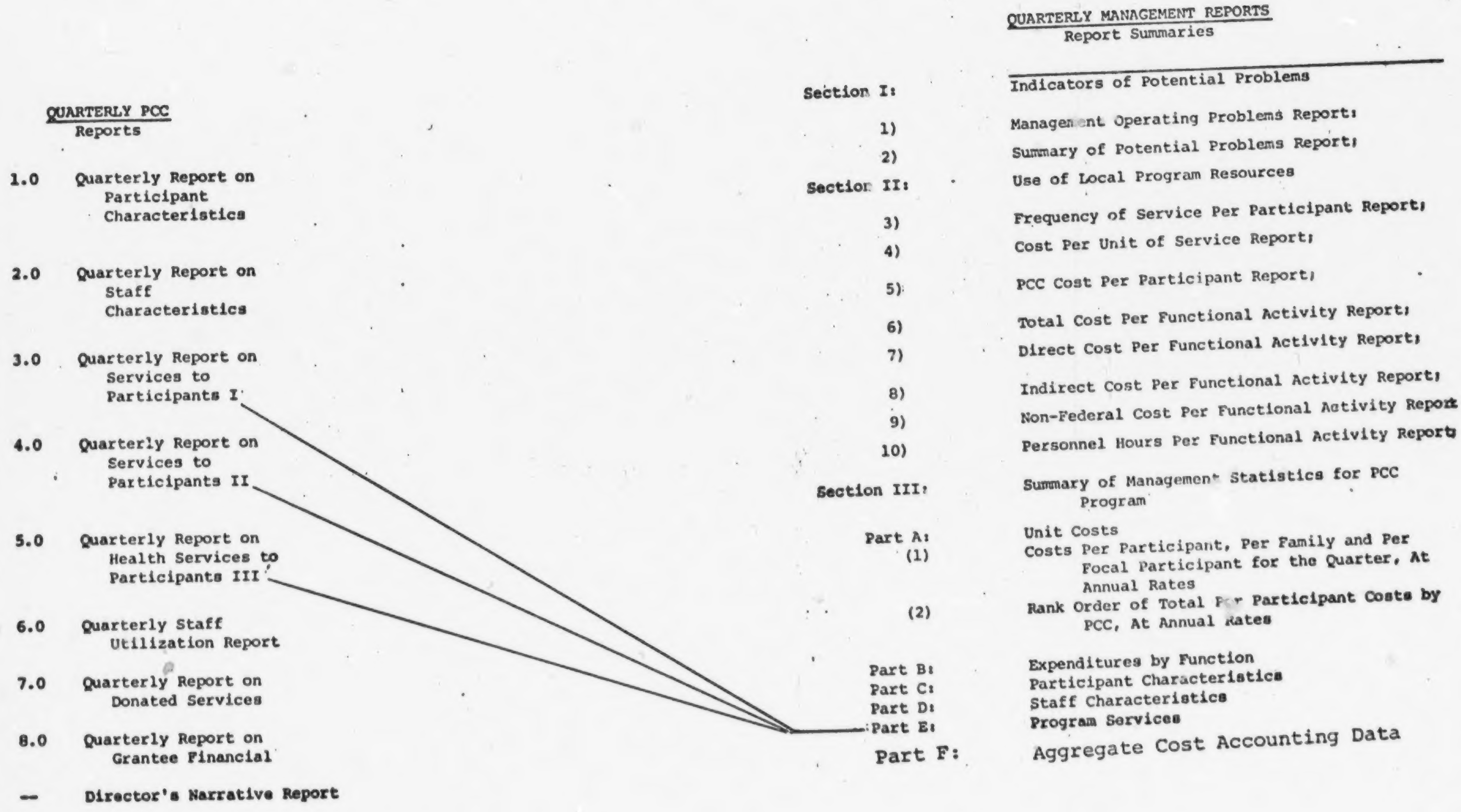

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SECTION II

II. DATA VALIDATION PROCEDURES

DATA VALIDATION PROCEDURES

All Parent Child Centers are required to complete and mail nine quarterly reports to the National Data Coordinator by the 10th calendar day following the end of a quarterly reporting period. Reports not received by the 15th calendar day are considered late submissions. Programs failing to submit reports within the stipulated time frame are called immediately to determine why required documents have not been prepared. Telephone assistance is provided, as necessary, to resolve problems and to insure that steps are taken by the program to complete and submit accurate reports within 5 days. A written notification of non-receipt is also mailed to PCC Directors failing to comply with the deadlines. These procedures are strictly enforced and are intended to underscore the importance of timely submission of reports to facilitate rapid processing and turn-around.

If a PCC cannot submit a complete quarterly report package, the program will not be included in quarterly management output reports. National averages and summary reports of management statistics will be prepared on the basis of total number of PCC's reporting. Any reports received after the 20th calendar day of the month cannot be processed.

When each set of quarterly reports is received, the date of receipt is entered on all forms and the following data validation procedures are implemented:

(1) Preliminary Review: Data validators conduct a preliminary review of each PCC's report package to ascertain whether all reports have been included and whether all forms have been fully completed. A figure must be reported for all data items. Programs have been instructed to use zeros (0) as appropriate to indicate that a data point is not applicable or to indicate that no quantity should be reported. If a data item is unknown, the abbreviation UNK should be used to signal missing information. All blanks and unknowns are considered unacceptable and require a call back to the program. (See item (4) below). Preliminary review findings are recorded by the validator on a data validation format/memorandum to be mailed to the program. The preliminary review process requires approximately 1/2 hour per program.

(2) Cross-Checks: A systematic list of internal cross-checks for each quarterly report and cross-checks across reports has been developed to identify tabulation errors, incorrect data reduction procedures, inconsistent and/or inaccurate data and questionable data--given the scope of each PCC's program operations as reported. These cross-checks, (presented on pages 26 through 39), have been incorporated into a worksheet to be used by all validators in documenting suspected procedural, conceptual, or tabulation errors in each PCC report package. When cross-check operations have been completed, the data validation format/memorandum is completed, specifying the problematic data points on each report. Internal cross-checks require approximately 1 hour per PCC.

(3) Data Validation Format: The data validation format/memorandum is completed and returned to the program no later than two days following receipt of the quarterly reports. The format serves two purposes critical to rapid processing of accurate data within the projected turn around time of four weeks. The form is incorporated into the validation process as both a guideline for validators and a written documentation of process outcomes. Additionally, the format is intended to provide centers with immediate and specific feedback on the status of their reports with respect to timeliness and accuracy. At the same time, the format provides the data validator and PCC data coordinators with summary information required to facilitate the telephone call backs. PCC's will be alerted to problems prior to the call and can prepare to respond to the data validator's questions.

(4) Telephone Validation: Telephone call backs are made to all PCC's which fail to submit reports or which submit unsatisfactory reports, for whatever reason. These calls are facilitated by sending the Data Validation format/memorandum which is sent prior to the call backs and indicates to the local centers where their Quarterly Reports incomplete or inconsistent. Centers submitting apparently accurate and complete reports may also be called to randomly verify data collection procedures. All items which do not cross check and all tabulation errors are reviewed with the data coordinator who is, then, expected to resolve the inconsistencies and call in correct information within 24 hours. In many cases, a review of inconsistent or inaccurate data reveals that the data coordinator

(1) did not properly compile data from local records,

(2) did not follow quarterly report instructions, or

(3) did not keep complete and accurate local records.

The validators must then provide the data coordinator with technical assistance to insure that instructions are clarified and that proper procedures will be followed in correcting reports.

When data is suspect but not necessarily inaccurate (such as very high/low service data), the data coordinator will be asked to justify the statistics reported. This may include, for example, describing the service population, the service frequency, unusual circumstances, or methods for collecting and compiling data. A determination can then be made as to whether or not the data is plausible. In the event that inaccurate data can not be corrected or missing data can not be supplied, estimating procedures are used to obtain "reasonable" figures. Estimating techniques are based on cross-check procedures and take into account special circumstances affecting the program's operations.

In the past, telephone validation has averaged approximately one hour per center, and typically requires two calls per site. However, it is anticipated that the time spent in telephone validation will decline sharply as the Local PCC's gain experience in completing Quarterly Reports and keeping local PCC records.

ABT ASSOCIATES INC.
55 WHEELER STREET, CAMBRIDGE, MASSACHUSETTS 02138
TELEPHONE • AREA 617-492-7100

MEMORANDUM

TO: Parent Child Center Director ______________________

FROM: PCC-MIS Analyst ______________________

SUBJECT: MIS Quarterly Reports: Data Verification

NOTIFICATION OF RECEIPT

Your MIS Quarterly Reports were received by ______________ on ______________.
month/day/year

DATA VERIFICATION	TIMELY SUBMISSION OF REQUIRED DOCUMENTATION			REPORTS CONTAIN REQUIRED AND ADEQUATE INFORMATION	
Report	On Time	Late	Not Received	Satisfactory	Unsatisfactory
Participant Characteristics					
Staff Characteristics					
Services I					
Services II					
Services III					
Staff Time Utilization					
Donated Services Non-Federal					
Donated Services Federal					
Narrative					

☐ No Further Action Required ☐ AAI Staff Will Call To Verify Data

DATA VALIDATION RESULTS[1]

Quarterly Report	Unsatisfactory Reports: Inaccurate or questionable data items on each report are outlined below
Participant Characteristics	
Staff Characteristics	
Services I	
Services II	
Services III	
Staff Time Utilization	
Donated Services Non-Federal	
Donated Services Federal	
Narrative	

PCC Name ____________________

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[1] An alternate approach to verifying questionable data on the Quarterly Reports is to Xerox those reports which seems inaccurate or questionable, indicate questions about specific data items on the Xeroxed copies of the reports and send these copies to the center instead of the "Data Validation Results" chart.

INTERNAL CROSS CHECKS FOR THE
QUARTERLY REPORT ON PARTICIPANT CHARACTERISTICS

ENTRY OR ENTRIES* ➤	CROSS CHECK ➤	ENTRY OR ENTRIES*
"Families Enrolled at End of Quarter"	Should normally be less than, or at least not greater than	"Families Enrolled" in during the quarter in the Quarterly Report on Services to Participants I
"Number of Months Terminated Families Were Enrolled in the PCC Program"	Sum of numbers entered in blanks under this heading must equal	"Families Terminated During Quarter"
"Reasons for Termination"	Sum of numbers entered in blanks under this heading must equal	"Families Terminated During Quarter"
"Female Head of Household"	Must be less than, or equal to,	"Families Enrolled at End of Quarter"
"Language Other than English"	Must be less than, or equal to,	"Families Enrolled at End of Quarter"
"Household with Handicapped Children"	Must be less than, or equal to,	"Families Enrolled at End of Quarter"
"Receiving AFDC or Public Assistance"	Must be less than, or equal to,	"Families Enrolled at End of Quarter
"Income Below Poverty Level"	Must be less than, or equal to,	"Families Enrolled at End of Quarter"
	Also, must be greater than, or equal to,	"Receiving AFDC or Public Assistance"
"Households with..."	Sum of numbers entered in the blanks under this heading must equal	"Families Enrolled at End of Quarter"

Quarterly Report on Participant Characteristics (continued)

"Participating Children Aged:...	Number in the 0 to 3 age group would normally exceed, but be less than twice, (Also, it is very unlikely that any age group will have a 0.	"Families Enrolled at End of Quarter"
	Should normally be less than, or at least not greater than	"Focal Children (0 to 3 years)" enrolled during the quarter, in the Quarterly Report on Services to Participants I
	Number in the 0 to 3 age group must be equal to the sum of	"Total Number of FOCAL CHILDREN Enrolled in Center(s) at End of Quarter" plus "Total Number of FOCAL CHILDREN Enrolled in Outreach Homes at End of Quarter" plus "Total Number of FOCAL CHILDREN Enrolled in Day Homes at End of Quarter" as reported in the Quarterly Report on Services to Participants I

Quarterly Report on Participant Characteristics (continued)

"Total Number of Participants" (Under "Participants by Ethnicity")	Sum of numbers entered in this column must fall between upper and lower limits set by the data under the heading. (For an explanation and example for calculating these limits, see below)	"Households with"
	Sum of numbers entered in this column, minus the sum of numbers entered in the column under "Participating Children Aged:", must be greater than (However, since this calculated difference is the number of adult participants, it should be "reasonable," in view of the number of families enrolled.)	"Families Enrolled at End of Quarter"

* All entries are on the 'Quarterly Report on Participant Characteristics' unless otherwise indicated.

Calculation of Limits for "Total Number of Participants"

Since all members of a PCC family household are considered to be participants, the data on size of households imply certain limits on the total number of participants as indicated by the sum of the numbers listed under "Total Number Participants" on the Quarterly Report on Participant Characteristics. For example, if the following data were reported on size of households:

Households with:

26	2 or 3 members
32	4 or 5 members
7	6 or 7 members
1	8 or more members
(66)	(Total)

the lower limit on number of participants would be calculated as follows:

26 x 2 = 52
32 x 4 = 128
7 x 6 = 42
1 x 8 = 8
Total 230 = Lower Limit

For all practical purposes, the upper limit may be obtained by adding the number of families enrolled (66) to the lower limit. Thus, the upper limit in this example would be:

230 Lower Limit
+ 66 Number of Families Enrolled
Total 296 = Upper Limit

If all the families in each household size category had the smaller number of members for that category, the total number of participants would be equal to the lower limit (230); if all the families in each household size category had the larger number of members for that category, the total number of participants would be equal to the upper limit (296)*. In almost all actual cases, the total number of participants will fall somewhere between the lower and upper limits. In no case may the total number of participants be below the lower limit or above the upper limit.

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*The upper limit would be slightly higher if some of the families in the "8 or more member" households should have more than 9 members in the household.

INTERNAL CROSS CHECKS FOR THE QUARTERLY REPORT ON STAFF CHARACTERISTICS

ENTRY OR ENTRIES*	CROSS CHECKS	ENTRY OR ENTRIES*
"Number of Months Terminated Employees Worked at the PCC"	Sum of Numbers entered in blanks under this heading must equal	"Employees Terminated During Quarter"
"Reasons for Termination	Sum of numbers entered in blanks under this heading must equal	"Employees Terminated During Quarter"
"Males/Females"	Sum of these two entries must equal	"Employees on Payroll at End of Quarter"
"Staff who have been or currently are PCC participants	Must be less than, or equal to	"Employees on Payroll at End of Quarter
"Part-Time Employees/ Full-Time Employees"	Sum of these two entries must equal	"Employees on Payroll at End of Quarter
"Professionals/ Non-Professionals	Sum of these two entries must equal	"Employees on Payroll at End of Quarter"
"Administrative Staff/Direct Service Staff/Support Staff	Sum of these three entries must equal	"Employees on Payroll at End of Quarter"
"Employees by Ethnicity"	Sum of the numbers in this column must equal	"Employees on Payroll at End of Quarter"
"Employees on Payroll at End of Quarter" and "Employees Terminated During Quarter" and "Total Number of Temporary Paid Employees"	Sum of these three entries should equal	"TOTAL NUMBER OF PAID STAFF REPORTED", as entered on the first page of the Quarterly Staff Utilization Report

*All entries are on the Quarterly Report on Staff Characteristics unless otherwise indicated

INTERNAL CROSS CHECKS FOR THE
QUARTERLY REPORT ON SERVICES TO PARTICIPANTS I

ENTRY OR ENTRIES*	CROSS CHECK	ENTRY OR ENTRIES*
"Total Number of days Child Care Services Provided During the Quarter"	Must be less than, or equal to,	"Total Number of Days PCC Operated During the Quarter"
"Total Number of FOCAL CHILDREN Enrolled in Center(s) at End of Quarter" and "Total Number of FOCAL CHILDREN Enrolled in Outreach Homes at End of Quarter" and "Total Number of FOCAL CHILDREN Enrolled in Day Homes at End of Quarter"	Sum of these three entries should equal	"Participating Children Aged 0 to 3" in the Quarterly Report on Participant Characteristics
"Focal Mothers (Pregnant Women)"	This number should be greater than, or equal to, the entry in any one of the 24 boxes to the right of the heading	"Focal Mothers", in the Quarterly Report on Services to Participants III
"Focal Children (0 to 3 years)"	Should normally be greater than, or at least equal to	"Participating Children Aged 0 to 3 in the Quarterly Report on Participant Characteristics

Quarterly Report on Services to Participants I (continued)

"Families Enrolled"	Should normally be greater than, or at least equal to	"Families Enrolled at End of Quarter" in the Quarterly Report on Participants Characteristics
	This number must be greater than, or equal to, each of the entries in the 22 boxes to the right of each of the headings	"Parent Education and Training: Number of Mothers" "Parent Education and Training: Number of Fathers" located in the lower section of the Quarterly Report on Services to Participants II.
	This number must be greater than, or equal to, each of the two entries under the heading	"Total Number of Different Parents Who Participated in Education and Training Sessions During the Quarter: Mothers/Fathers" as reported in the Quarterly Report on Services to Participants II.
"Average Number of PARENT Members Attending Policy Council Meetings During the Quarter"	Should normally be less than, or equal to ... UNLESS Parent Membership on the Policy Council declined near the end of the quarter.	"Total Number of Parents Serving on the Policy Council at End of Quarter"

*All entries are on the Quarterly Report on Services to Participants I unless otherwise indicated.

INTERNAL CROSS CHECKS FOR THE
QUARTERLY REPORT ON SERVICES TO PARTICIPANTS II

ENTRY OR ENTRIES*	CROSS CHECKS	ENTRY OR ENTRIES*
"Other Direct Social and Economic Services (Including Health)" and "Referrals to Social, Economic, and Health Services"	The sum of these two entries should be greater than, or equal to, the sum of the first 23 entries to the right of the heading	"Total Number Who Received Each Service", in the Quarterly Report on Services to Participants III
"Parent Education and Training: Number of Mothers" "Parent Education and Training: Number of Fathers" [Located in lower section of report]	Sum of the 22 entries for different types of parent education and training sessions, is normally much less, and cannot be greater than,	"Parent Education and Training" listed as a "Service Category" under "Services to Families" [Located in upper section of report]
	Sum of the 22 entries for different types of parent education and training sessions is normally much greater than, and cannot be less than, the sum of the two entries under	"Total Number of Different Parents Who Participated in Education and Training Sessions During the Quarter: Mothers/Fathers" [Located in lower section of report]
	The entry in any one of the 22 boxes would normally be less than, and cannot be greater than.	"Families Enrolled" during the quarter, as reported in the Quarterly Report on Services to Participants I.
"Total Number of Different Parents Who Participated in Education and Training Sessions During the Quarter: Mothers/Fathers" [Located in lower section of report]	Each of these two entries would normally be less than, and cannot be greater than,	"Families Enrolled" during the quarter, as reported in the Quarterly Report on Services to Participants I

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*All entries are on the Quarterly Report on Services to Participants II unless otherwise indicated.

In addition to the strict relationships between data items described above, the Data Coordinator should employ her/his knowledge of program operations to make a rough check on the "Number of Times Each Service Provided" under "Services to Families," in the upper section of the report. For example, if approximately 80 focal children attend the PCC twice a week, on the average, and the PCC has been operating for 13 weeks during the quarter, the sum of "Infant Education - Group Setting", "Infant Education - Individual" and "Parent-Child Interaction Sessions" should be within, say ± 25% of 2080 (80 X 2 @ 13) or no less than 1560 and no more than 2600, unless something unusual has happened during the quarter. In such a case, a figure such as 500 or 4000 would be suspect. If a hot meal and a snack are normally served to the children when they attend the PCC, the number of hot meals should also be within 25% of 2080, unless, say, siblings of focal children and/or parents have also received hot meals, or something unusual has happened during the quarter. As another example, if there are approximately 15 outreach homes associated with the PCC, and each outreach home is typically visited twice a week by a staff member, and the PCC has been operating for 13 weeks during the quarter, the number of visits in the home by PCC staff should be within, say ± 25% of 390 (15 X 2 X 13) or no less than 292 and no more than 487, unless there are other factors which should be considered. In such a case, a number such as 100 or 1000 would be suspect.

Because no two PCC's are exactly the same, it is impossible to establish rules for checking the service data reported which are applicable to all PCC's. However, each Data Coordinator, using her/his knowledge of the program, should be able to use checks such as those suggested above, to ensure that really serious errors have been avoided in the statistics reported. Where service data might appear to be incorrect but are actually accurate, there should be a comment in the Narrative Report which explains the apparent inaccuracy.

INTERNAL CROSS CHECKS FOR THE
QUARTERLY REPORT ON SERVICES TO PARTICIPANTS III

ENTRY OR ENTRIES*	CROSS CHECKS	ENTRY OR ENTRIES*
"Focal Mothers"	The entry in any one of the 24 boxes to the right of this heading cannot exceed	"Focal Mothers (Pregnant Women)", enrolled during the quarter, as reported in the Quarterly Report on Services to Participants I
"Other Parents"	The entry in any one of the 24 boxes to the right of this heading cannot exceed twice the number of	"Families Enrolled" during the quarter, as reported in the Quarterly Report on Services to Participants I
"Other Adults	It is unlikely that the entry in any one of the 24 boxes to the right of this heading will exceed	"Families Enrolled" during the quarter, as reported in the Quarterly Report on Services to Participants I
"Focal Children"	The entry in any one of the 24 boxes to the right of this heading cannot exceed	"Focal Children (0 to 3 years)", enrolled during the quarter, as reported in the Quarterly Report on Services to Participants I
"Other Children"	It is unlikely that the entry in any one of the 24 boxes to the right of this heading will exceed twice the total number of children 3 years of age and older enrolled at the end of the quarter, as reported under	"Participating Children Aged:..." in the Quarterly Report on Participant Characteristics

Quarterly Report on Services to Participants III (continued)

"Total Number Who Received Each Service"	It is unlikely that the entry in any one of the 24 boxes to the right of this heading will exceed twice the total number of participants enrolled at the end of the quarter, as reported under	"Total Number of Participants.." in the Quarterly Report on Participant Characteristics
	The sum of the first 23 entries to the right of this heading should be less than, or equal to, the sum of	"Other Direct Social and Economic Services (including Health)" and "Referrals to Social, Economic, and Health Services" in the Quarterly Report on Services to Participants II
"Total Number of Participants in Each Group Served During Quarter"	The entry in any one of the 6 boxes in this column would normally be greater than, and cannot be less than,	The largest of the 23 entries to the left of the box

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* All entries are on the Quarterly Report on Services to Participants III unless otherwise indicated.

INTERNAL CROSS CHECKS FOR THE QUARTERLY STAFF UTILIZATION REPORT

ENTRY*	CROSS CHECKS	ENTRY OR ENTRIES*
"Total Number of Paid Staff Reported", on first page of report	Must be equal to the sum of	"Employees on Payroll at End of Quarter" plus "Employees Terminated During Quarter" plus "Total Number of Temporary Paid Employees" as reported on the Quarterly Report on Staff Characteristics
	Must be equal to the sum of	Individuals reported on the first 3 pages of the report, which will be equal to the number of lines used unless more than one person is entered on a line.
"Total Number of Consultants Listed Below", on the fourth page of the report	Must be equal to the sum of	Individuals reported on the fourth page of the report, which will be equal to the number of lines used unless more than one person is entered on a line

*All entries are on the Quarterly Staff Utilization Report unless otherwise indicated.

For individuals who were full-time employees of the PCC for a full quarter, the sum of hours worked in the 14 program functions plus hours of "Leave" plus hours worked on "Advocacy or Non-PCC Funded Programs" should not be less than about 520, if the regular workweek is 40 hours, or 455, if the regular work week is 35 hours. For part-time staff and/or staff who were employed by the PCC for only a part of the quarter, the Data Coordinator can make a rough estimate of what the total reported hours should be, by multiplying the number of days worked by the number of hours worked per day. Reported total hours which are significantly less than the minimum so calculated are suspect and should be explained in the narrative.

The Data Coordinator should also check for consistency between the "$ Value of Wages and Salaries Accrued Quarterly" and the total hours reported on each line. The former divided by the latter should be "reasonably" close to the official hourly rate which the person or persons entered on that line are receiving. In no case would the calculated hourly rate be greater than the official hourly rate; the former may be somewhat less than the latter, if the hours reported include uncompensated overtime work.

INTERNAL CROSS CHECKS FOR THE QUARTERLY REPORT ON DONATED SERVICES

(Allowable as Non-Federal Share)

ENTRY*	CROSS CHECK	ENTRY OR ENTRIES*
"Total Number of Professional Workers Listed Below"	Must be equal to the	Individuals reported on the first page of the report, which will be equal to the number of lines used unless more than one person is entered on a line.
"Total Number of Non-Professionals Listed Below"	Must be equal to the sum of	Individuals reported on the second page of the report, which will be equal to the number of lines used unless more than one person is entered on a line.

*All entries are on the Quarterly Report on Donated Services.

The Data Coordinator should also check for consistency between the "Estimated $ Value of Services Provided Quarterly" and the total hours reported on each line. The former divided by the latter should yield a "reasonable" hourly rate. Judgements about "reasonableness" depend on the type of service provided, as indicated by the "JOB TITLE." In no case, however, should the hourly rate turn out to be less than the Federal minimum wage plus F.I.C.A.

INTERNAL CROSS CHECKS FOR THE

QUARTERLY REPORT ON DONATED SERVICES VOLUNTEERED OR PAID FOR FROM OTHER FEDERAL AGENCIES

(Not Allowable as Non-Federal Share)

ENTRY*	CROSS CHECK	ENTIRES*
"Total Number of Workers Listed Below"	Must be equal to the sum of	Individuals reported in this report, which will be equal to the number of lines used unless more than one person is entered on a line.

*All entries are on the Quarterly Report on Donated Services Volunteered or Paid For From Other Federal Agencies

The Data Coordinator should also check for consistency between the "Estimated $ Value of Services Provided Quarterly" and the total hours reported on each line. The former divided by the latter should yield a "reasonable" hourly rate. Judgements about "reasonableness" depend on the type of service provided, as indicated by the "JOB TITLE". In no case, however, should the hourly rate be less than the Federal minimum wage plus F.I.C.A.

SECTION III

III. DATA PREPARATION PROCEDURES

Processing the data from the PCC-MIS Quarterly Reports is the job of the National Data Coordinator. The following section outlines the procedures used to prepare the MIS output for each quarter's data. After the quarterly reports for all the centers have been validated according to the procedures outlined in Section II, the Data Coordinator can begin the data preparation.

Appendix A, at the end of Section III, contains blank copies of the PCC-MIS These reports are referred to throughout the text.

The first step in manually processing the data on the MIS-PCC Quarterly Reports is to complete Worksheets A, B, and C. Worksheet C provides information for completing Reports #4-10. Worksheets A and B aid in filling out Worksheet C. Throughout the calculations on the worksheets, always round numbers to the nearest whole number and use the rounded figure. Fill in one set of Worksheets A-C and one set of Reports #3-10 for each center.

Worksheet A

Completing Worksheet A is one of the most time-consuming but also one of the most important steps in processing the data. The information needed to complete Worksheet A comes from the Quarterly Staff Utilization Report, Cards 11 and 12. (See Appendix A, pages 6 and 7).

To compute the loading factor, add the center's fringe benefit rate, expressed as a decimal, to 1.04. Since vacation and sick leave pay are not included in the fringe benefit rate, 1.04 is used as a base to which the fringe benefit rate is added in order to evenly distribute yearly vacation and sick leave pay over the four quarters. This is done to avoid the possibility that a majority of vacation and sick leave pay is accrued in a single quarter and this inflates the center's expenditure for that quarter. The amount of money paid for "Leave" in the quarter is not included in the Center's expenditures for the Quarter, since the increase in fringe benefit rate effectively pro-rates this money over the functional categories.

The center's fringe benefit rate can be obtained from its Grant Application Budget. The chart on page 45 gives a listing of the fringe benefit rates for the 35 PCC's as obtained from each center's budget for 1972-73. These rates are subject to change when new budgets are submitted and approved. Write the fringe benefit rate in the top left hand corner of the worksheet.

WORKSHEET A

Fringe ________ +
1.04 = ________
Loading Factor

		(1) Admin. Mgmt. Supv.		(2) Admin. Prog. Plan-ning		(3) Admin. Fund Raising		(4) Child Care Supv.		(5) Parent Educ. & Trng.		(6) Soc.& Econ. Services		(7) In-take Eval.& Referral		(8) Health Services		(9) Food Services		(10) Comm. Organ.		(11) Trans-porta-tion		(12) Pure Research		(13) Occupancy		(14) Staff Dev. & On-the-job Trng.		(15) Leave		(16) Advocacy		Total Hours
Base $	Loaded $	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs	$	Hrs.	$	Hrs.	$	

WORKSHEET B

Donated Services Base $	(1) Admin. Mgmt. Supv.		(2) Admin. Prog. Planning		(3) Admin. Fund Raisin		(4) Child Care Supv.		(5) Parent Educ. & Trng.		(6) Soc.& Econ. Services		(7) In-take Eval.& Referral		(8) Health Services		(9) Food Services		(10) Comm. Organ.		(11) Transportation		(12) Pure Research		(13) Occupancy		(14) Staff Dev. & On-the-job Trng.		(15) Leave		(16) Advocacy		Total Hours
	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	Hrs.	$	
TOTAL																																	

1972-73 Fringe Benefit Rates (expressed as decimals rather than as percentages of personnel costs)

Hoonah	.13	Minneapolis	.17
Kotzebue	.12	St. Louis	.08
Los Angeles	.08	Omaha	.115
Oakland	.13	Newark	.15
La Junta	.10	N. Y. C.	.11
Washington	.14	Hough (Cleveland)	.13
Jacksonville	.12	Cincinnati	.10
Atlanta	.09	Portland	.11
Chattoga, Ga.	.11	Phildadelphia	.10
Whitfield	.11	Pine Ridge	.10
Honolulu	.15	Chattanooga	.12
Chicago	.03	Elk & Duck Rivers	.14
Mt. Carmel	.075	Dallas	.09
Louisville	.10	Barton, Vt.	.11
Leitchfield	.09	Pasco	.14
Baltimore	.11	Huntington, W. Va.	.11
Boston	.15	Glenwood City	.13
Detroit	.17		

Copy the salaries of the center's employees (Card 11) and paid consultants (Card 12) off of the Quarterly Staff Utilization Report from the column entitled "$ Value of Wages and Salaries Accrued Quarterly" onto the worksheet in the column titled "Base $". Use as many copies of Worksheet A as are needed to list all the center's employees and consultants. Multiply the salary of each employee by the loading factor and enter the answer in the column "Loaded $." Do not multiply the consultants' salaries by the loading factor as consultants do not receive vacation and sick leave pay.

The numbers listed in the 16 columns to the right of "$ Value of Wages and Salaries Accrued Quarterly" on the Staff Utilization Report are the number of hours each staff member and paid consultant spent in each functional category. These should be entered on the worksheet in the upper left-hand corner of the appropriate boxes.

Compute the number of hours each employee and consultant worked, by adding the number of hours across each row. Enter this sum in the "Total Hours" column. Compute the number of hours worked in each functional category by adding the numbers of hours down each column. Enter this sum in the upper left-hand corner of each box in the "Total" row. If more than one page of Worksheet A is needed, enter the sum in the "Total" row on the last page used. Add the numbers in the "Total Hours" column and enter the sum in the last box of the "Total hours" column. Finally add the numbers of hours in the "Total" row. This sum must be the same as the sum of the numbers in the "Total Hours" column.

The next step is to divide the loaded salary for each employee (base salary in the case of consultants) by the total number of hours the employee worked. This gives the employee's hourly rate of pay. The rate of pay should be carried out to at least four decimal places. Multiply this rate by the number of hours the employee worked in each functional category to get the amount of money he earned in each functional category and enter this number in the appropriate box. After completing the salary allocation for each employee, add the salary figures across each row and check the sum with his loaded salary. This sum should equal the loaded salary, plus or minus $2. A two dollar difference between this sum and the loaded salary is reasonable because numbers were rounded off to whole dollar figures. When you have finished the salary allocation for all employees in the center, add the numbers down each column to get the totals for money earned in each functional category. Enter the totals in the "total" row on the last page of Worksheet A used for the center. Add the numbers in the "total" row and check the answer with the sum of the loaded salaries (base salaries for consultants). These two numbers must be within $10 of each other. A ten dollar difference between these two numbers can reasonably be attributed to rounding off to whole dollar figures.

WORKSHEET C

FUNCTIONAL CATEGORIES	Federal Non-Personnel Costs	Federal Salaries	Total Federal Expenditure	Non-Federal Non-Personnel Costs	Donated Services	Total Non-Federal Expenditures	Total Expenditure for Quarter
Administration: Management and Supervision							
Administration: Program Planning and Research							
Administration Fund Raising							
Child Care Supervision							
Parent Education and Training							
Social and Economic Services To Families							
In-Take, Evaluation and Referral							
Health Services							
Food Services							
Community Organization							
Transportation							
Research							
Occupancy							
Staff Development and On-the-job Training							

TOTAL DIRECT COST

☐

TOTAL INDIRECT COST

☐

6

Worksheet B

The information needed to complete Worksheet B is obtained from the Quarterly Report on Donated Services (Allowable as Non-Federal Share), card 13 (see Appendix A, page 8). The procedure for completing Worksheet B is identical to the procedure used to complete Worksheet A. The loading factor is not used.

Worksheet C

Enter the money totals in each functional category obtained on Worksheet A in the "Federal Salaries" column on Worksheet C. These are the total amounts of money paid for salaries in each of the functional categories.

Enter the money totals in each functional category obtained from Worksheet B in the "Donated Services" column of Worksheet C.

Non-personnel costs can be obtained from the center's OS-192 form, when this form is submitted and when it represents the same time period as the quarterly reports. Since the reporting period for the OS-192 form is often different from the reporting period for the Quarterly Reports and since the OS-192 form is sometimes not submitted, it is usually necessary to obtain non-personnel costs from the center's Grant Application Budget. If costs obtained from the budget represent the whole year, it is necessary to divide the figures by four to obtain amounts appropriate for the quarter.

Both the OS-192 forms and the budgets list non-personnel costs by budget line items. These costs must be allocated over the fourteen functional categories. Rules for allocating non-personnel costs are given.

Although non-personnel costs listed in the center's budgets do not represent actual expenditures, their use to approximate actual non-personnel expenditures can be justified. Personnel costs and fringe benefits comprise approximately 75% of the center's expenditures. Of the approximately 25% which includes non-personnel costs, about 15% represents fixed costs (food and occupancy), and budgeted amount for these categories are fairly reliable. The remaining 10% of the costs will be spread over the functional categories. This means that even if budgeted amounts are different from actual expenditures, the margin of error for a given category is slight -- less than 1%.

Enter the federal and non-federal non-personnel costs in the appropriate columns on Worksheet C. Add the federal non-personnel costs and federal salaries in each category to get the total federal expenditures for that category. Add the non-federal non-personnel costs and donated services to get the total non-federal expenditures in each category.

Add the total federal and total non-federal expenditure in each category to obtain the "Total Expenditure for the Quarter" in that category. Sum the numbers in each of the three columns (Total Federal Expenditure, Total Non-federal Expenditure and Total Expenditure for Quarter) and enter the sums at the bottom of the columns in the "Total" row.

Add the total for the "Total Federal Expend. Quarter" column and the total for "Total Non-Federal Expend. Quarter" column. The answer must be the same as the total for the "Total Expenditure for Quarter" column.

Compute the total direct cost by adding the entries for categories 4-12 in the "Total Expenditure for Quarter" column. Compute the "Total Indirect Cost" by adding the entries for categories 1-3 and 13-14 in the "Total Expenditure for Quarter" column. Enter the Total Direct Cost and Total Indirect Cost in the boxes on Worksheet C. Add the Total Direct and Total Indirect Costs and check that the sumn is the same as the total for the "Total Expenditure for Quarter" column.

Report #1 - Management Operating Problems Report

For each of the 35 PCC's listed in the left-hand column, either leave blank (indicating no problem reported) OR designate with an "X" (indicating a problem) OR designate with an "F" (indicating a failure to report) under each of the five column headings listed across the top of the page, including:

- PCC Grantees not submitting fiscal reports:
  - check with the Grants Management Specialist at OCD to identify PCC's who have not submitted their quarterly fiscal reports and designate with an "X";
- PCC's that havenot submitted MIS reports:
  - designate those PCC's who have not submitted quarterly MIS reports with an "X";
- PCC's with director turnover or vacancy:
  - check in the narrative special problems report and designate those PCC's reporting turnover or vacancy with an X;
- PCC's with data coordinator turnover or vacancy:
  - check in the narrative special problems report and designate PCC's reporting turnover or vacancy with an "X";
- Narrative communication of special problems:
  - designate those PCC's not submitting a narrative report with their quarterly MIS reports with an "F";

PCC QUARTERLY MANAGEMENT REPORT

COVERING PERIOD THRU

INDICATORS OF POTENTIAL PROBLEMS
REPORT #1: MANAGEMENT OPERATING PROBLEMS
(X INDICATES PROBLEMS)
(F INDICATES FAILURE TO REPORT)

TOTAL NO. OF PCCs:

PCCs REPORTING:

NAME OF PCC (ALPHABETICAL ORDER BY STATE)	PCC GRANTEES NOT SUBMITTING FISCAL REPORTS	PCCS THAT HAVE NOT SUBMITTED MIS REPORTS	PCCS WITH DIRECTOR TURNOVER OR VACANCY	PCCS WITH DATA TURNOVER OR VACANCY	NARRATIVE COMMUN SPECIAL PROBLEMS
AK., HOONAH					
AK., KOTZEBUE					
CA., HARBOR CITY					
CA., OAKLAND					
CO., LA JUNTA					
D.C., WASHINGTON					
FL., JACKSONVILLE					
GA., ATLANTA					
GA., CHATTOOGA					
GA., WHITFIELD					
HI., KALIHI					
IL., CHICAGO					
IL., MT. CARMEL					
KY., LOUISVILLE					
KY., LEITCHFIELD					
MD., BALTIMORE					
MA., BOSTON					
MI., DETROIT					
MN., MINNEAPOLIS					
MS., ST. LOUIS					
NE., OMAHA					
N.J.., NEWARK					
N.Y., NEW YORK					
OH., HOUGH					
OH., CINCINNATI					
OR., PORTLAND					
PA., PHILADELPHIA					
S.D., PINE RIDGE					
TN., CHATTANOOGA					
TN., ELK & DUCK RIVER					
TX., DALLAS					
VT., BARTON					
WA., PASCO					
W.V., HUNTINGTON					
WI., WEST CAP					

Report #2 - Summary of Potential Problems

This report will be easier to prepare if it is compiled only after Reports #3-10 are prepared, since such information as total quarterly expenditures, quarterly administrative costs, amount of non-federal share, and the spending rate for the quarter and the year to date is required for Report #2. Since all this information is systematically generated in preparing Reports #3-10, it will be easier to return to Report #2 and merely record the information.

To prepare this report, the data coordinator will assemble Reports #3-10 for each of the 35PCC's, in addition to such supportive material as the individual PCC budgets, the PCC quarterly narrative reports, and the Quarterly Report on Service to Participants I. The data coordinator will then retrieve the information required for each of the 10 column headings (described below in greater detail) and either leave blank or designate with one of four symbols each of the 10 columns for each PCC row.

The four symbols used in each column include:

- o "H" indicating that this program characteristic is higher than planned;
- o "L" indicating that this program characteristic is lower than planned"
- o "X" indicating a potential problem with this program characteristic;
- o "F" indicating a PCC failure to report on a particular program characteristic;

The 10 column headings report on three major groups of program characteristics; the headings are listed below under the three group categories:

Financial Control

Spending rate

Federal Requirements

Amount of non-Federal share

Number of Families above Poverty Income Guidelines

Number of Parents on the Policy Council

Program Well-Being

Proportion of Administrative Costs

Proportion of Direct Service Costs

Number of Families Enrolled

Staff/Participant Ethnic Imbalance

Participant Turnover

Staff Turnover

PCC QUARTERLY MANAGEMENT REPORT

COVERING PERIOD THRU .

INDICATORS OF POTENTIAL PROBLEMS

Report #2: Summary of Potential Problems

(X Indicates Potential Problem)
(F Indicates Failure to Report)
(L = Low, H = High)

	FINANCIAL CONTROL	FEDERAL REQUIREMENTS				PROGRAM WELL-BEING				
NAME OF PCC (ALPHABETICAL ORDER BY STATE)	Spend Rate (L/H)	Non-Fed Share (L)	FAM Above Poverty (H)	Parents on Policy Council (L/H)	Adminis-Tive Cost (H) QTLY/YR	Direct Service Cost (L) QTLY/YR	#Families Enrolled (L)	Staff/Participant Ethnic Imbalance	Participant Turnover QTLY/YR	Staff Turnover QTLY/YR
AK., HOONAH										
AK., KOTZEBUE										
CA., HARBOR CITY										
CA., OAKLAND										
CO., LA JUNTA										
D.C., WASHINGTON										
FL., JACKSONVILLE										
GA., ATLANTA										
GA., CHATTOOGA										
GA., WHITFIELD										
HI., KALIHI										
IL., CHICAGO										
IL., MT. CARMEL										
KY., LOUISVILLE										
KY., LEITCHFIELD										
MD., BALTIMORE										
MA., BOSTON										
MI., DETROIT										
MN., MINNEAPOLIS										
MS., ST. LOUIS										
NE., OMAHA										
N.J.., NEWARK										
N.Y., NEW YORK										
OH., HOUGH										
OH., CINCINNATI										
OR., PORTLAND										
PA., PHILADELPHIA										
S.D., PINE RIDGE										
TN., CHATTANOOGA										
TN., ELK & DUCK RIVER										
TX., DALLAS										
VT., BARTON										
WA., PASCO										
W.V., HUNTINGTON										
WI., WEST CAP										

The data coordinator will then retrieve the information for each PCC required to designate each column with one of the four symbols.

Spending Rate: The PCC is listed with an "L" if federal expenditures to date are more than $5000 less than the amount budgeted for the year to date. The PCC is listed with an "H" if federal expenditures to date are more than $5000 more than the amount budgeted for the year to date.

To determine whether the PCC's spending rate is either higher or lower than acceptable limits, check first with the PCC budget to determine the amount of federal expenditures budgeted for the program year. Then adjust this annual figure to prorate the budget for the particular quarter, e.g. if the PCC is ending its second quarter, adjust the budget by multiplying the annual budget by 50%. Then, check Report # 7 for the current and previous quarters of the PCC's program year to determine the total federal expenditures to date. If subtracting the actual federal expenditures to date from the budgeted federal expenditures to date yields a difference larger than + $5000, mark the column with an "H." If this subtraction yields a difference smaller than - $5000, mark the column with an "L."

Non-Federal Share: The PCC is listed with an "L" if non-federal expenditures to date are less than 20% of total PCC expenditures for the quarter. The column is left blank if the PCC non-federal expenditures are equal to or greater than 20% of total expenditures for the quarter. Current reporting policy is to designate with an "L" even those PCC's which have been explicitly exempted from the 20% non-federal contribution requirement, but the data coordinator should review this reporting policy periodically with the National PCC Program Office staff periodically.

To determine whether the PCC non-federal expenditures are lower than 20% of total quarterly PCC expenditures, check Report # 7 for total non-federal expenditures and Report # 6 for total PCC expenditures. If dividing total non-federal expenditures by total PCC expenditures yields a divident of less than .2, then mark the column with an "L."

Families above the Poverty Income Guidelines: The PCC is listed with an "H" if more than 10% of the total enrolled families have incomes in excess of the poverty income guidelines. The column is left blank if 10% or a lower percentage of total enrolled families have incomes in excess of the poverty income guidelines.

To determine whether the percentage of families enrolled and exceeding the income standards, check the Quarterly Report on Participant Characteristics (See Appendix A, page 1) for each PCC for the Total Number of Families Enrolled at End of Quarter and Families with Income Below Poverty Level (Card #2, columns #22-24). If dividing the number of Families with Income Below Poverty Level by the Total Number of Families Enrolled at the end of the Quarter yields a dividend larger than .9, mark the column with an "H".

Parents on the Policy Council: The PCC is listed with an "L" if less than 50% of the policy Council members are parents. The PCC is listed with an "H" if more than 75% of the Policy Council members are parents of PCC participants.

To determine whether the percentage of parents serving as Policy Council members is within acceptable limits, check the Quarterly Report on Services to Participants I for the Total Number of Policy Council Members at End of Quarter and for the Total Number of Parents Serving on the Policy Council at End of Quarter. If dividing the Total Number of Parents Serving on the Policy Council by the Total Number of Policy Council Members at End of Quarter. If dividing the Total Number of Parents Serving on the Policy Council by the Total Number of Policy Council Members yields as dividend less than .5, mark the column with an "L"; if this division yields a dividend larger than .75, mark the column with an "H".

Administrative Costs: The PCC is listed with an "H" if administrative costs exceed 25% of total expenditures, for the quarter and for the year-to-date. If administrative costs are 25% or less of total expenditures, for either the quarter or the year-to-date, the column is left blank. Note that this column reports on the percentage administrative costs for both the quarter and year-to-date. Therefore if, for example, the PCC's administrative costs exceeded 25% for the quarter, but not for the year-to-date, the column should be marked "H/ ", with a "blank" following the diagonal slash.

To determine whether administrative costs are excessive, check Report # 6 for the percentage of total expenditures in each of the three administrative categories; if summing the three percentages yields a sum larger than 25%, mark the column with an "H."

Direct Service Costs: The PCC is listed with an "L" if the Direct Service Costs are less than 50% of total expenditures for the quarter and for the year-to-date. The column is left blank if the percentage is 50% or higher.

To determine whether a large enough percentage is spent on direct services costs, check Report # 7 for Total Direct Service Costs and Report # 6 for Total Expenditures for Quarter. If dividing the Total Direct Service Costs by the Total Expenditures for the Quarter yields a dividend smaller than .5, mark the column with an "L."

Number of Families Enrolled: The PCC is listed with an "L" if the number of families enrolled is less than 80% of the number of families enrolled proposed in the annual PCC grant application package. The column is left blank if the percentage is 80% or greater.

To determine whether the PCC has a large enough number of families enrolled, check the PCC Grant Application proposal for the number of families the PCC proposed to enroll, and check the Quarterly Report on Services to Participants I for the number of Families Enrolled. If dividing the number of Families Enrolled by the number of families proposed yields a dividend less than .8, mark the column with an "L."

Staff/Participant Ethnic Imbalance: The PCC is listed with an "X" if the proportion of staff who are members of the predominant staff ethnic group is less than 80% of the proportion of families enrolled who are members of the predominant enrolled families ethnic group.

To determine whether the staff/participant ethnic imbalance is within acceptable limits, check the Quarterly Report on Participant Characteristics (See Appendix A, page 1) for the Total Number of Families Enrolled at the End of the Quarter and for the listings of the Number of Families by Ethnicity; then check the Quarterly Report on Staff Characteristics (See Appendix A, page 2) for the Number of Employees on the Payroll and for the listings of Employees by ethnicity. For both staff and families enrolled, identify the largest number of those listed under Families and Staff by Ethnicity. Divide the largest number of Families by Ethnicity by the total number of Families Enrolled; divide the largest number of Staff by Ethnicity by the total number of Employees on Payroll. Now divide the second dividend by the first dividend; if this division yields a dividend less than .8, mark the column with an "X".

Participant Turnover: The PCC is listed with an "X" under the Quarterly portion of the column heading if the number of participants terminated during the quarter is more than 10% of the participants enrolled at the end of the quarter. The PCC is listed with an "X" under the To Date portion of the column heading if the percentage is more than 20% for the second quarter, 30% for the third quarter and 40% for the fourth quarter.

Staff Turnover: The PCC is listed with an "X" under "Quarterly" if the ratio of permanent employees terminated during the quarter to permanent employees on PCC payroll at the end of the quarter is greater than .2. The PCC is listed with an "X" under "to date" if the ratio of permanent employees terminated to date to total permanent positions exceeds 20% for the quarter.

Report #3: Frequency of Service Per Participant Report

INDICATORS OF SERVICE DELIVERED		FREQUENCY OF SERVICE	
TYPE	QUANTITY	LOCAL	NAT'L. AVERAGE
		Service/Focal Child/Week	
1. Child Care & Supervision			
Infant Ed. - Group			
Infant Ed. - Individual			
Parent Child Interaction Sessions			
		Service/Sibling/Week	
Programs for Siblings			
		Service/Family/Quarter	
2. Parent Education and Training			
Parent Ed. & Training Sessions			
3. Social and Economic Services to Family			
Family Counseling			
Housing Assistance & Home Repairs			
Babysitting			
Other Direct Social, Economic, & Health Serv.			
4. In-Take, Evaluation, and Referral			
New Enrollees			
Terminations			
Referrals to Social, Economic & Health Services			
5. Health Services		INA	INA
		Service/Family/Week	
6. Food Services			
Hot Meals			
Snacks			
7. Community Organization			
Number of PC Meetings Held		INA	INA
8. Transportation			
Number of Times Provided			

Next compute the Frequency of Service in the "Local" column. Round the frequency of service numbers to the nearest hundredth. For the first three entries in this column (Service/Focal Child/Week), divide the quanity of service by the number of focal children and divide this answer by 13, the number of weeks in a quarter. The number of focal children can be obtained from the Quarterly Report on Participant Characteristics, Card 02, (33-35), Participating Children Aged 0-3. (see Appendix A, page 1).

For the next entry (Service/Sibling/Week) divide the quantity of "Programs for Siblings" by the number of siblings and divide the answer by 13. The number of siblings can be obtained from the Quarterly Report on Participant Characteristics, card 02, by summing the entries (33-35) through (45-47), (see Appendix A, page 1).

For the entires under Service/Family/Quarter, divide the quantity of service by the number of families, which can be obtained from the Quarterly Report on Participant Characteristics, card 01, (12-14). Families Enrolled at the End of the Quarter, (see Appendix A, page 1). Do not fill the frequency of service columns for the following two types of service: "New Enrollees", and "Terminations."

For the entries under Service/Family/Week divide the quantity by the number of families and divide the answer by 13. Do not fill in the frequency of service column for "Number of PC Meetings Held."

It is a good idea to keep a list of the number of focal children, number of siblings and number of families for all the centers. This will facilitate computing the National Averages for Report #3.

National Averages: To compute the National averages for Report #3 add the quantities of each service delivered for all reporting centers. For example, add the quantities of "Infant-Ed-Group" for all the centers. Then find the following quantities:

- Total number of focal children for all centers. Add the number of focal children from all centers that were used when computing Local Frequency of Service on Report #3. These can be found on Participant Characteristics, Card 02, (33-35), (see Appendix A, page 1).
- Total number of families for all centers. Add the numbers of families for all centers that were used when computing Local Frequency of Service on Report #3. These can be obtained from the Quarterly Report on Participant Characteristics, Card 01, (12-14), (see Appendix A, page 1).

- Total number of siblings for all centers. Add the numbers of siblings for all centers that were used in computing the Local Frequency of Service on Report #3. These can be found on the Quarterly Report on Participant Characteristics, Card 02, by summing entries (33-35) through (45-47), (see Appendix A, page 1).

Round the National Averages for Report #3 to the nearest hundredth.

To compute the first three entries in the "Nat'l. Average" column, divide the total number of services for all the centers by the total number of focal children for all the centers and divide the answer by 13. To compute the Nat'l. average for "Programs for Siblings" divide the total number of "Programs for Siblings" by the total number of siblings and divide the answer by 13.

To find the Nat'l. averages under "Service/Family/Quarter" divide the total number of services by the total number of families. To find the Nat'l. averages under "Service/Family/Quarter' divide the total number of services by the total number of families for all the centers and divide the answer by 13. Do not compute the National Average for "Number of Pc Meetings Held," "New Enrollees," "Terminations" and "Health Services."

Check: The numbers obtained for total number of Focal Children, total number of Siblings and total number of Families and used to compute the national averages for report #3, can be checked against numbers on the first page of the aggregate data for Part C: Participant Characteristics (see page 81). The total number of focal children should be the same as Children, 0 to 3, enrolled at End of Quarter in the aggregate data. The total number of siblings should be the same as the total number of children enrolled at end of the quarter 3 to 4 through 9 and over in the aggregate data. The total number of families should be the same as the total number of families enrolled at the end of the quarter in the aggregate data.

After these checks have been carried out, calculations made to determine the national averages should be doubled checked. Also the addition of total quantities for different types of services ("Infant Ed-Group", "Infant Ed.-Individual") should be double checked.

Note on National Averages: When National Averages for a given output report are computed, they should be typed on a blank copy of that Report. This blank copy should then be xeroxed 35 times and the data for each PCC Center for that report should be typed on one of the xeroxed copies. This eliminated re-typing national averages 35 times.

Report # 4: Cost Per Unit of Service Report

	COST OF SERVICE			
	LOCAL		NATIONAL AVERAGE	
Major Service Categories:	total	per unit	total	per unit
1) Child Care and Supervision:				
DIRECT COST				
DIRECT COST WITH O.H.				
2) Parent Education and Training:				
DIRECT COST				
DIRECT COST WITH O.H.				
3) Social and Economic Services to Family:				
DIRECT COST				
DIRECT COST WITH O.H.				
4) Intake, Evaluation and Referral:				
DIRECT COST				
DIRECT COST WITH O.H.				
5) Health Services:				
DIRECT COST				---
DIRECT COST WITH O.H.				---
) Food Services:				
DIRECT COST				
DIRECT COST WITH O.H.				
7) Community Organization:				
DIRECT COST				---
DIRECT COST WITH O.H.				---
) Transportation:				
DIRECT COST				
DIRECT COST WITH O.H.				

Report #4 - Cost per Unit of Service Report

Fill in the Direct Cost entry for each service category in the 'total' column under Local Cost of Service. This can be found on Worksheet C in the "Total Expenditure for Quarter" column next to the appropriate service category. The following overhead constant is needed to compute the "Direct Cost with O.H."

$$\text{Overhead Constant} = \frac{\text{Total Indirect Cost}}{\text{Total Direct Cost}} + 1$$

The Total Direct Cost and Total Indirect Cost can be obtained from Worksheet C. Multiply the direct cost in each category by the overhead constant to obtain the "Direct Cost with O.H." for that category.

To find the Local per unit costs, first find the total number of units of services in each service category. This can be found on Report #3, by adding the quantities of service delivered in each category. For example, to obtain the total units for "Child Care and Supervision," add the quantities on Report #3 for Infant-Ed Group, Infant-Ed Individual, Parent-Child Interaction Sessions and Programs for Siblings.

It is a good idea to keep a record of each center's total units of service for each service category as this will later aid in computing the national averages.

To find the Local "per unit" direct cost for a given category, divide the direct cost for that category by the total number of units of service for the category and enter the answer in the Local "per unit" column. To find the Local "per unit" Direct Cost with O.H., do the same thing but use the "Direct Cost with O.H." instead of the "Direct Cost."

National Averages

To compute the National Average for "Direct Cost" of service for a given category, first add the "Direct Costs" of service for that category for all centers. Divide this total by 35, the number of centers that have submitted completed reports. (It is assumed in the discussion of computing National Averages that all 35 centers have submitted completed reports. If fewer than 35 centers have submitted useable reports, the total should be divided by the number of centers submitting useable reports.) Round the answer to the nearest dollar. To find the National Average for "Direct Cost with O.H." do the same thing but use "Direct Cost with O.H." instead of "Direct Cost." Enter these numbers in the National Average "total" column.

To find the National Average for "per unit" costs in a given category, first add the total number of units of service provided in that category by all 35 centers. For each center, use the same "total units of service" figure that you used to compute the Local per unit cost. To find the National Average for "per unit" Direct Costs in a given category divide the total direct cost in that category for all 35 centers by the total units of service provided by all 35 centers in the category. Round the answer to the nearest hundredth and enter it in the National Average "per unit" column. To find the National Average for "per unit" Direct Cost with O.H., follow the same procedure but use "Direct Cost with O.H." instead of "Direct Cost."

Check: Calculations to determine the National Averages for Report #4 should be double checked. The total direct costs for all 35 centers in the eight major service categories, which are used in computing the national averages should be saved as these costs are used in completing Reports #6,#8,#9 and aggregate data.

Report #5: PCC Cost Per Participant Report

First fill in the PCC Service Base Statistics at the bottom of Report #5 in the "Local" column. The "Number of Focal Children" is obtained from the Quarterly Report on Services to Participants 1 (32-34), Focal Children (0-3). (See Appendix A, page 3.) The "Number of Families" is also found on the Quarterly Report on Services to Participants 1 (35-37), Families Enrolled During the Quarter. (See Appendix A, page 3.) The "Number of Other Children' can be obtained from the Quarterly Report on Participant Characteristics, Card 02, by adding the numbers in items (36-38) through (45-47). (See Appendix A, page 1.) The "Number of Participants" is found on the Quarterly Report on Participant Characteristics, Card 03. It is the sum of items (39-41) through (63-65), Total No. Participants. (See Appendix A, page 1.)

To find the PCC Direct Cost per participant per year, multiply the Total Direct Cost on Worksheet C by 4. Since the Total Direct Cost on Worksheet C is the Total Direct Cost for a quarter, this gives an approximation of the Total Direct Cost for the year. If the PCC reporting period is not quarterly, a different number must be used to annualize costs. For example, if the center's Direct Cost on Worksheet C is the cost for a two month period, one would multiply by 6 to find the Direct Cost at annual rates. Divide the number you get when you multiply the Total Direct Cost on Worksheet C by 4, by the number of participants you have obtained for the PCC Service Base Statistics.

Report # 5: PCC Cost Per Participant Report

	LOCAL	NATIONAL AVERAGE
PCC Cost Per Participant Per Year:		
Direct Cost		
Direct Cost with Overhead		
Federal Cost		
PCC Cost Per Family Per Year:		
Direct Cost		
Direct Cost with Overhead		
Federal Cost		
PCC Cost Per Focal Participant Per Year:		
Direct Cost		
Direct Cost with Overhead		
Federal Cost		
PCC Service Base Statistics:		
Number of Focal Children		
Number of Families		
Number of Other Children		
Number of Participants		

To find the PCC Direct Cost with Overhead per participant per year, multiply the total of the "Total Expenditure for Quarter" column on Worksheet C by 4 and divide this answer by the number of participants.

To find the PCC Federal cost per participant per year, multiply the total of the "Total Federal Expenditure for Quarter" column on Worksheet C by 4 and divide by the number of participants.

To find the Local PCC Costs per family per year follow the same procedure that you did to find the costs per participant per year, but divide by the number of families that you obtained for the PCC Service base statistics instead of the number of participants.

To find the PCC cost per focal participant per year, use the same procedure but divide by the number of focal participants. The number of focal participants is the number of focal children in the PCC Service base statistics plus the number of focal mothers, which can be obtained from the Quarterly Report on Services to Participants 1, Card 06, (30-31) Focal Mothers (Pregnant Women). (See Appendix A, page 3.)

National Averages: To find the National Averages, first compute the following numbers:

a) The total Direct Cost for all 35 centers. Add the Total Direct Cost for each center, which can be found on Worksheet C.

b) The total Direct Cost with Overhead for all 35 centers. Add the totals of the "Total Expenditure for Quarter" column on Worksheet C, for all 35 centers.

c) The total Federal Cost for all 35 centers. Add the totals of the "Total Federal Expend. Quarter" column on Worksheet C for all 35 centers.

d) The total number of participants and the total number of families for all 35 centers. Obtain these numbers by summing the number of participants and the number of families listed in the PCC Service Base Statistics over all 35 centers.

e) The total number of Focal Participants for all 35 centers. Obtain this number by adding the number of Focal Children listed in the PCC Service Base Statistics for all 35 centers. Add to it the total number of focal mothers from all the centers. The number of focal mothers for each center can be found on the Quarterly Report on Services to Participants 1, Care 06, [30-31]. (See Appendix A, page 3.)

To find the National Averages for PCC "Direct Cost" per participant per year, multiply the Total Direct Cost for all 35 centers (a), by 4. Divide the answer by the total number of participants for all 35 centers (d). To find the PCC National Averages for Direct Cost with Overhead per participant per year and Federal Cost per participant per year, follow the same procedure but use total Direct Cost with Overhead for all 35 centers (b) and total Federal Cost for all 35 centers (c) instead of total Direct Cost (a).

To find the National Averages for PCC costs per family per year and costs per focal participant per year, follow the same procedure used to compute costs per participant per year, but divide by the total number of families for all 35 centers (d) and total number of focal participants for all 35 centers (e) instead of the total number of participants.

National Averages for "Direct Cost with Overhead" per participant per year, per family per year, and per focal participant per year should be checked against the rankings in Summary of Management Statistics, Part A: Unit Costs, part (1) (See page 76.). These national averages should be approximately equal to the median for the appropriate ranking and should fall in either the second or third quartile.

Report #6: Total Cost Per Functional Activity Report

Copy the figures from the "Total Expenditure for Quarter" column on Worksheet C into the "Total Expenditure for Quarter" column on Report #6. To find the "% of Total Expenditure" for each category, divide the Expenditure

Report # 6: Total Cost Per Functional Activity Report

Functional Categories	Total Expenditure for Quarter	% of Total Total Expenditure	National Average	% Greater or Less Than National Average
1 Administration: Management & Supervision				
2 Administration: Program Planning & Research				
3 Administration: Fund Raising				
4. Child Supervision & Education				
5. Parent Education & Training				
6 Social & Economic Services to Families				
In-Take, Evaluation & Referral				
8. Health Services				
9 Food Services				
10 Community Organization				
1 Transportation				
1 (Pure) Research				
13 Occupancy				
14. Staff Development & On-the-Job Training				
Total				

for Quarter for that category by the total Expenditure for Quarter for all fourteen categories. Write the answer in percent form and round off to the nearest tenth of a percent. When you have finished the "% of Total Expenditure" column for all 14 categories add the percents. They should equal 100.0% (± .1%). If they do not, check for a mistake.

National Averages: First, find the amount expended in each category by all 35 centers. To find the amount for a given category, add the numbers found in the "Total Expenditure for Quarter" column on Worksheet C over all 35 centers. After you have found the total amount expended in each category by all the centers, add the numbers to find the total amount expended by all the centers in all fourteen categories. Check this total with the number obtained by adding the totals for "Total Expenditure for Quarter" column on Worksheet C over all 35 centers (see Report #5, National Averages, page 8.) These two numbers should be the same. Keep a record of the amount expended in each category by all 35 centers; these numbers will also be needed to compute the national averages for Reports #8 and 9.

To compute the national average for a given category, divide the total amount spent in the category by all the centers by the total amount spent by all the centers in all fourteen categories. Express the answer as a percent and round to the nearest tenth of a percent.

To find "% Greater or Less than National Average" subtract the National average from the "% of Total Expenditure" and include a plus or minus sign in the answer. For example, if the "% of Total Expenditure" for Administration: Child Care and Supervision is 14.6% and the National Average for that category is 16.0% the "% Greater or Less than National Average" is

$$14.6\% - 16.0\% = -1.4\%$$

Check: National Averages for Report #6 should be checked with the rankings in Summary of Management Statistics, Part B, Expenditure by Function. (See page 79.) For each functional category, the national average should be approximately equal to the median and should fall in either the second or third quartile of the ranking for that category.

Report #7: Federal and Non-Federal Cost Per Functional Activity Report

Copy the numbers from the "Total Federal Expenditure Quarter" and "Total Non-Federal Expenditure Quarter" columns on Worksheet C on to the appropriate columns on Report #7. To compute the "% of Total Federal Expenditures" for each category, divide the federal expenditure for that category by the total Federal Expenditure for all fourteen categories. Write the answer in percent form and round to the nearest tenth of a percent. To compute the "% of Non-Federal Expenditure" for each category, divide the Non-federal Expenditure for that category by the total Non-federal Expenditure for all fourteen categories. Write the answer in percent form and round to the nearest tenth of a percent.

Check to see that the numbers in the "% of Total Federal Expenditures" column as well as the numbers in the "% of Non-federal Expenditures" column add up to 100.0% (± .1%)

Report #8: Direct Cost Per Functional Activity Report

Copy the numbers for categories 4-12 from the "Total Expenditure for Quarter" column of Worksheet C into the "Total Direct Costs: Local" column on Report #8.. Fill in only categories 4-12. The total at the bottom of the column is the same as the Total Direct Cost on Worksheet C. To compute "% Direct Cost: Local" divide the amount spent in each category (4-12) by the Total Direct Cost. Write the answer as a percent, round to the nearest tenth of a percent and add the percents when you finish the column to make sure they equal 100.0% (± .1%).

National Averages: To find the "% Direct Costs: Nat'l. Average" for a given category divide the total expenditure for all 35 centers in that category by the total direct cost for all 35 centers. The total expenditures for all 35 centers in a given category was found in order to compute the Nat'l. Averages for Report #6. The total direct cost for all 35 centers is the sum of the Total Direct Costs for each center found on Worksheet C and already computed to find the National Averages on Report #5. Express the answer as a percent, round to the nearest tenth of a percent, and when you have finished the column (categories 4-12 only) add the percents to check that they equal 100.0% (± .1%).

Report # 7: Federal and Non-Federal Cost Per Functional Activity Report

Functional Categories	Total Federal Expenditures	% of Total Federal Expenditures	Total Non-Federal Expenditures	% of Non-Federal Expenditures
Administration: Management & Supervision				
Administration: Program Planning & Research				
3. Administration: Fund Raising				
4. Child Supervision & Education				
5 Parent Education & Training				
Social & Economic Services to Families				
In-Take, Evaluation & Referral				
8. Health Services				
. Food Services				
1 Community Organization				
1 Transportation				
1 (Pure) Research				
1 . Occupancy				
1 . Staff Development & On-the-Job Training				
Total				

Report # 8: Direct Cost Per Functional Activity Report

Functional Categories	Total Direct Costs: Local	% Direct Costs: Local	% Direct Costs: Nat'l Average	% Greater or Less Than Nat'l Average
1. Administration: Management & Supervision				
2. Administration: Program Planning & Research				
3. Administration: Fund Raising				
4. Child Supervision & Education				
5. Parent Education & Training				
6. Social & Economic Services to Families				
7. In-Take, Evaluation & Referral				
8. Health Services				
9. Food Services				
10. Community Organization				
11. Transportation				
12. (Pure) Research				
13. Occupancy				
14. Staff Development & On-the-Job Training				
Total				

To find the "% Greater or Less than the National Average" subtract the "% Direct Cost: Nat'l. Average" from the "% Direct Costs: Local" and include a plus or minus sign in the answer.

Check: Calculations for the national averages should be double checked.

Report #9: Indirect Costs Per Functional Activity Report

Copy the numbers for categories 1-3 and 13-14 from the "Total Expenditure for Quarter" column of Worksheet C into the "Total Indirect Costs: Local" column of Report #9. The total at the bottom of the column is the same as the Total Indirect Cost on Worksheet D. To compute "% Indirect Costs: Local" divide the amount spent in each category (1-3 and 13-14) by the Total Indirect Cost. Write the answer as a percent, round to the nearest tenth of a percent and add the percents when you finish the column to make sure they equal 100.0%. (± .1%).

National Averages: Use the same method to find the national averages on Report #9 that you used to find the national averages on Report #8, but divide by the total indirect cost for all 35 centers instead of the total direct cost for all 35 centers. The total indirect cost for all 35 centers is the sum of the Total Indirect Costs, found on Worksheet C for all 35 centers.

Check: Calculations used to determine the national averages should be double checked.

Report #10: Personnel Hours Per Functional Activity Report

To get the "Total Hours" for each category add the total hours worked in that category found on Worksheet A to the total donated hours in the category found on Worksheet B. Add the "Total Hours" column on Report #10, to obtain the total hours, paid and donated, worked in all 14 categories. To find "% of Total Hours" for each category divide the "Total Hours" worked in that category by the Total Hours worked in all fourteen categories.

Copy the total donated hours for each category from Worksheet B into the "Donated Hours" column. Add the donated hours spent in the fourteen categories to get the total at the bottom of the "Donated Hours" column. To find "% Donated Hours" divide the donated hours in each category by the total donated hours in all fourteen categories.

Report #9: Indirect Cost Per Functional Activity Report

Functional Categories	Total Indirect Costs: Local	% Indirect Costs: Local	% Indirect Costs: Nat'l Average	% Greater or Less Than Nat'l Average
1 Administration: Management & Supervision				
2 Administration: Program Planning & Research				
Administration: Fund Raising				
4. Child Supervision & Education				
5. Parent Education & Training				
6 Social & Economic Services to Families				
In-Take, Evaluation & Referral				
Health Services				
Food Services				
1 Community Organization				
1 Transportation				
1 (Pure) Research				
13. Occupancy				
14. Staff Development & On-the-Job Training				
Total				

eport # 10: Personnel Hours Per Functional Activity Report

nctional Categories	Total Hours	% of Total Hours	National Average	Donated Hours	% Donated Hours	National Average
1. Administration: Management & Supervision						
Administration: Program Planning & Research						
Administration: Fund Raising						
4. Child Supervision & Education						
5. Parent Education & Training						
6. Social & Economic Services to Families						
In-Take, Evaluation & Referral						
Health Services						
Food Services						
10 Community Organization						
11 Transportation						
12 (Pure) Research						
13. Occupancy						
14. Staff Development & On-the-Job Training						
Total						

Write the answers as percents and round to the nearest tenth of a percent. Check to make sure that the numbers in the "% Total Hours" column as well as the "% Donated Hours" column add up to 100.0% (± .1%).

National Averages: To find the National Averages for "% of Total Hours" first compute the following:

a) The total number of hours spent in each category by all 35 centers. Obtain this number for a given category by adding the numbers listed in the "Total Hour" column of Report #10 for that category over all 35 centers.

b) The total number of hours spent in all categories by all 35 centers. Add the totals of the "Total Hours" column on Report #10 for all 35 centers.

For each category, divide the total hours spent in that category by all 35 centers (a) by the total number of hours spent in all categories by all 35 centers (b). Express the answer as a percent, round to the nearest tenth and enter it in the National Average column for "% of Total Hours."

To find the National Average for "% Donated Hours", follow the same procedure, but use the information given in the "Donated Hours" column of Report #10 instead of the "Total Hours" column.

Check to see that the numbers in both "National Average" columns add up to 100.0% (± .1%).

Calculations for the National Average should be double checked. Another, but very time consuming, way of checking the national averages is to rank order the 35 centers according to percent of donated hours and percent of total hours for each category. The national averages should fall in the second or third quartiles of these rankings and be approximately equal to the median.

Reports #3-10 do not explicitly compare a given local PCC against itself from quarter to quarter or from year to year. It is assumed that the local PCC's, as well as OCD staff,will keep data from previous quarters and make these comparisons themselves. If this is not done or if it proves to be too cumbersome the possibility of designing reports which provide a self-comparison over time for local PCC's should be considered.

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

Part A: Unit Costs

Copy the National Averages from Report #5 for PCC Direct Cost with Overhead per Participant per Year, per Family per Year and per Focal Participant per Year in the "Total" column under Overall cost. Fill in the "Federal" column with the National averages from Report #5 for PCC Federal cost per Participant per Year, per Family per Year and per Focal Participant per Year.

Rank the 35 PCC's with regard to Cost per Participant per Year, Cost per Family per Year and Cost per Focal Participant per Year. For example, to rank the centers by Cost per Participant per Year, make a list of the centers with their Cost per Participant per Year. Order the "Cost per Participant per Year" numbers, starting with the lowest number and ending with the highest. The Cost per Participant (Family, Focal Participant) per Year is the Local Direct Cost with Overhead per Participant (Family, Focal Participant) per year on Report #5.

In the "Median" column, fill in the Cost per Participant (Family, Focal Participant) of the center which is 18th in each of the rankings. Under "Range" enter the Cost per Participant (Family, Focal Participant) of the centers which are first ("Low") and last ("High") in each of the rankings.

Under "Approximately 1/4 of PCC's Have", the first row refers to Cost per Participant per Year. Divide the ranking for "Cost per participant per year" into quartiles. The quartiles should be as follows:

Quartile 1	#1-9 in the ranking
Quartile 2	#10-18
Quartile 3	#19-27
Quartile 4	#28-35

Enter the cost per participant per year of first and last member of each quartile under "Q_1", "Q_2", "Q_3" and "Q_4" in the first row. The second and third rows refer to Cost per Family per year and Cost per Focal Participant

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM
PART A: UNIT COSTS

TOTAL NO. OF PCCs ________
PCCs REPORTING ________

PCC Quarterly Management Report
Covering the Period
________ through ______, 19__

(1) Costs Per Participant, Per Family, and Per Focal Participant for the Quarter, At Annual Rates

	Overall Cost		Total (Federal & Non-Federal) Unit Costs		
Service Base			Median	Range	
	Total	Federal $		Low	High
Participant	$______	$______	$______	$ ______	$ ______
Family	$______	$______	$______	$ ______	$ ______
Focal Participant	$______	$______	$______	$ ______	$ ______

Approximately 1/4 of PCC's Have

Q1	Q2	Q3	Q4
______ to ______	______ to ______	______ to ______	______ to ______
______ to ______	______ to ______	______ to ______	______ to ______
______ to ______	______ to ______	______ to ______	______ to ______

(2) Rank Order of Total Per Participant Costs by PCC, At Annual Rates

	Names of PCC	Overall Costs	
		Total	Federal
Q1		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
Q2		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
Q3		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
Q4		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$

per year, respectively. Follow the same procedure to complete these rows, using the rankings for Cost per Family per Year and Cost per Focal Participant per Year.

For (2) "Rank Order of Total Per Participant Costs by PCC, At Annual Rates", enter the names of the 35 PCC's in the left hand column in rank order of Total per Participant per Year Costs. Under the "Total" column list the Total PCC Cost per Participant Per Year for each center. Under the "Federal" column list the Federal PCC Costs per Participant per Year for each center (obtainable from Report #5). The "Federal" costs will not necessarily be in rank order.

Part B: Expenditures by Function

In the "Aggregate for All PCC's" column, enter the total amount of money spent in each category by all 35 PCC's. These numbers were computed to find the national averages for Report #6. In the "Percentage of Total" column, enter the national averages from Report #6.

Rank the 35 centers according to percentage of money spent in each functional category. These percents can be found for each center on Report #6 in the "% Total Expenditure" column. For example, make a list of the 35 centers and their "% Total Expenditure" for Administration: Supervision and Management, as found on Report #6. Order the percents, starting with the lowest and ending with the highest. This ranking must be done for each of the fourteen categories. In the "Median" column enter the "percent of Total Expenditure" for the 18th center in each category. In the "Range" column enter the "% of Total Expenditure" for the first ("Low") and last ("High") center in each ranking. Divide each ranking into quartiles and enter the "% of Total Expenditure" for the high and low center in each quartile under "Approximately One-Fourth of PCC's Have".

Find the total of "Total Direct Cost" for all 35 centers. This is the same as the sum of items 4-12 in the "Aggregate for all PCC's" column. Enter this number in the "Aggregate for all PCC's" column in the "Direct Services" row. To find the "Percentage of Total" divide the Direct Cost

PCC Quarterly Management Report
Covering the Period ____ through ____, 19__

Summary of Management Statistics for PCC Program

Part B: Expenditures by Function

TOTAL NO. OF PCCs ____________
PCCs REPORTING ____________

FUNCTION	AGGREGATE FOR ALL PCC'S	PERCENTAGE OF TOTAL	MEDIAN	RANGE		APPROXIMATELY ONE-FOURTH OF PCC'S HAVE:			
				LOW	HIGH	Q_1	Q_2	Q_3	Q_4
Administration: Supervision of Personnel and Management	$	%	%	%	%	- to -- % %	-- to -- % %	-- to-- % %	-- to-- % %
Administration: Program Planning and Research	$	%							
Administration: Fund Raising	$	%							
Child Supervision and Education	$	%							
Parent Education and Training	$	%							
Social and Economic Services to Family	$	%							
In-take, Evaluation, and Referral	$	%							
Health Services	$	%							
Food Services	$	%							
Community Organization	$	%							
Transportation	$	%							
Pure Research	$	%							
Occupancy (Maintenance and Housekeeping)	$	%							
Staff development and On-the-Job Training		%							
Direct Services	$	%							
Indirect Services	$	%							
Total Program Expenditures Reported	$	100 %							

for all 35 PCC's by the Total Expenditure for all 35 PCC's.

Find the total of "Total Indirect Cost" for all 35 centers. This is the same as the sum of items 1-3 and 13-14 in the "Aggregate for all PCC's" column. Enter this number in the "Aggregate for all PCC's" column in the "Indirect Services" row. To find the "Percentage of Total" divide the Indirect Cost for all 35 PCC's by the Total Expenditures for all 35 PCC's.

Rank the centers according to percent of total expenditure spent on Direct Services and percent of total expenditure spent on Indirect Services. To find the percent of total expenditure spent on direct services for a given center divide the Total Direct Cost for the center (Worksheet C) by the Total Expenditure for Quarter for the Center (Worksheet C). To find the percent of total expenditure spent on indirect services divide the Total Indirect Cost (Worksheet C) by Total Expenditures for Quarter. Use these two rankings to complete the rows "Direct Services" and "Indirect Services.

Part C: Participant Characteristics

The information necessary to complete Part C of the "Summary of Management Statistics for PCC Program" comes from the Quarterly Report on Participant Characteristics. The same procedure is used to complete each section of Part C (Children, End of Quarter; Families, End of Quarter; Families terminated During Quarter, etc.).

Consider as an example, the computations for "Children, End of Quarter". The information needed to complete this section is found in the Quarterly Report on Participant Characteristics Card 02, (33-35) through (45-47). (See Appendix A, page 1.) (33-35) gives the number of children aged 0-3, at the end of the quarter, for each center. Add these numbers for all centers to get the "Total All PCC's" Children, End of Quarter Aged 0 to 3. Do the same for (36-38) through (45-47) to get "Total All PCC's" Children Aged

PCC Quarterly Management Report
Covering the Period ______through_____,19__

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

PART C: PARTICIPANT CHARACTERISTICS

Total No. of PCC's_____

PCC's Reporting _____

	Total all PCC's	% of Total	Mean
Children, End of Quarter			
Total		100%	
Aged 0 to 3			
Aged 3 to 4			
Aged 4 to 6			
Aged 6 to 9			
Aged 9 or over			
Families, End of Quarter			
Total		100%	
2 or 3 members			
4 or 5 members			
6 or 7 members			
8 or more members			
Families with female head of household			
Families receiving AFDC or public assistance			
Families using a household language other than English			
Families with one or more handicapped child			
Families with family income below poverty level			

PCC Quarterly Management Report
Covering the Period through __ __, 19__

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

PART C: PARTICIPANT CHARACTERISTICS (CONT.)

Total No. of PCC's __ ____

PCC's Reporting __ ____

	Total All PCC's	% of Total	Mean
Families terminated during quarter			
Total		100%	
Reason for termination:			
Move from Service area			
Lack of transportation			
No longer focal child			
Illness			
Lack of interest			
Family income above poverty			
Language barrier			
Other			
Length of Time Terminated Families were in the Program:			
Less than 1 month			
1-3 months			
4-6 months			
7-9 months			
10-12 months			
13-18 months			
19-24 months			
25-36 months			
37-48 months			
over 48 months			

PCC Quarterly Management Report
Covering the Period___ ______through_______,19___

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

PART C: PARTICIPANT CHARACTERISTICS (CONT.)

otal No. of Pcc's ________

CC's Reporting _______

	Total All PCC's	% of Total	Mean
Families, End of Quarter, Total		100.00%	
Mexican-American			
Puerto Rican			
Other Caucasian			
Black			
American Indian			
Native Alaskan			
Polynesian			
Oriental			
Other			

	Total All PCC's	% of Total	Mean
Participants, End of quarter			
otal (Children and Adults)		100%	283.3
Mexican-American			
Puerto Rican			
Other Caucasian			
Black			
American Indian			
Native Alaskan			
Polynesian			
Oriental			
Other			

	Total All PCC's	% of Total	Mean
milies Enrolled, End of quarter			
Total		100%	
New Families Enrolled during quarter			
Families reinstated during quarter			
Families terminated during quarter			

3 to 4, Aged 4 to 6, Aged 6 to 9 and Aged 9 or over. Add the numbers in the "Total All PCC's" column to get the Total Children, End of the Quarter for all PCC's. Enter this number in the "Total All PCC's" column, in the same line with the word "Total."

To find "% of Total" divide each entry in the "Total All PCC's" column by the total children end of quarter for all PCC's. Express the answer as a % and round to the nearest tenth of a percent. Check to make sure the percents add up to 100% (± .1%). To find the "Mean" divide each entry in the "Total All PCC's" column by 35.

Families, End of Quarter: See Card 02, (12-14) through (22-24), Quarterly Report on Participant Characteristics. (See Appendix A, page 1.) Add the numbers you get in "Total All PCC's" column for "2 or 3 members," "4 or 5 members," "6 or 7 members" and "8 or more members" to get the"Total" Families End of the Quarter. The other numbers in the "Total All PCC's" column do not add up to the total number of families, End of Quarter, but must in every case be less than the total number of families.

Families Terminated during Quarter

Reason for Termination: See Card 01, (41-42) through (55-56). (See Appendix A, page 1.) Add the numbers you get for "Reasons for Termination" to get "Total" number of families terminated during the quarter.

Length of Time Terminated Families Were in the Program: See Card 01, (21-22) through (39-40). (See Appendix A, page 1.) The entries you get for the "Total All PCC's" column terminated during the end of the quarter.

Families, End of Quarter: See Card 03, (12-14) through (36-38). (See Appendix A, page 1.) Check that the "Total" you obtain here is the same as the one for the second section of Part C, also entitled "Families, End of Quarter."

Participants, End of Quarter: See Card 03, (39-41) through (63-65). (See Appendix A, page 1.)

Families Enrolled, End of Quarter: See Card 01, (15-16) through (19-20). (See Appendix A, page 1.) For "Total" enter the number you got for Total Families Enrolled, End of Quarter, elsewhere in Part C. The entries in "Total All PCC's" column for "New Families Enrolled during Quarter," and "Families

Terminated during Quarter" do not add up to this total. Do not fill in the "% of Total" column for this section.

Part D: Staff Characteristics

Follow the same general procedure used to complete Part C. All of the data needed to complete Part D comes from the Quarterly Report on Staff Characteristics. (See Appendix A, page 2.)

Permanent Full and Part Time Paid Employee , End of Quarter: See Card 05 [12-13] through [48-49] and Card 04 [14-15] through [18-19]. The "Total" permanent Full and Part time paid employees is obtained by adding the entries in the "Total All PCC's" column for "Professional" and "Non-Professional". This "Total" must be the same as the sum of the entries in the "Total All PCC's column under "Primary Function" (Administrative, Direct Service, Support). Check also to see that it is the same as the sum of the entries for Sex, for Employment Status, and for Ethnicity.

The last four entries in the "Total all PCC's" column on the first page of Part D do not have to add up to the "Total" Permanent Full and Part Time Employees, End of Quarter. Do not fill in "% of Total" column for the last three entries ("New Employees hired during Quarter, Employees re-instated and Employees terminated").

Employees terminated during quarter:

Reason for Termination: See Card 04 [40-41] through [56-57]. Check to see that the total of the entries in the "Total all PCC's" column under "Reason for Termination" is the same as the last entry in the "Total all PCC's" column on the preceding page ("Employees terminated during the quarter").

Length of Time Terminated Staff were in the Program: See Card 04, [20-21] through [38-39]. Check to see that the total of the entries in the "Total all PCC's" column under "Length of Time Terminated Staff were in the Program" add up to the "Total" number of families terminated during the quarter.

Number of Temporary Employees: See Card 05 (50-51).

PCC Quarterly Management Report
Covering the Period _____ through _____, 19__

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

PART D: STAFF CHARACTERISTICS

Total No. of PCC's _____

PCC's Reporting _____

	Total All PCC's	% of Total	Mean
Permanent Full and Part Time Paid Employees, End of Quarter			
Total		100%	
Role:			
Professional			
Non-Professional			
Primary Function:			
Administrative			
Direct Service			
Support			
Sex:			
Males			
Females			
Employment Status:			
Full-time			
Part-time			
Ethnicity:			
Mexican-American			
Puerto Rican			
Other Caucasian			
Black			
American Indian			
Native Alaskan			
Polynesian			
Oriental			
Other			
Staff who have been, or are currently PCC participants			
New Employees hired during quarter			
Employees reinstated during quarter			
Employees terminated during quarter			

PCC Quarterly Management Report
Covering the Period _ ___through_____, 19___

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

PART D: STAFF CHARACTERISTICS (CONT.)

Total No. of PCC's ______

PCC's Reporting ______

	Total All PCC's	% of Total	Mean
Employees terminated during quarter			
Total		100%	
Reason for Termination:			
Moving			
Better job			
Further education			
Pregnancy			
Health			
Retirement			
Dismissal			
Personal Reasons			
Other			
Length of Time terminated staff were in the Program:			
Less than 1 month			
1-3 months			
4-6 months			
7-9 months			
10-12 months			
13-18 months			
19-24 months			
25-36 months			
37-48 months			
over 48 months			
Number of temporary paid employees		100%	

Part E: Program Services

Do not fill in the "% of Total" column for the first page of Part E. The information needed to compute the first eight entries in the "Total All PCC's" column can be found on the Quarterly Report to Participants I, Card 06, (12-13) to (27-29). (See Appendix A, page 3.) Follow the same general procedure you used for Parts C and D. For example, for "Number of days PCC operated during quarter" add the numbers found on the Quarterly Report to Participants I, Card 06, (12-13), for all 35 centers. Enter this total in the "Total All PCC's" column. Divide by 35 to find the mean.

The data needed to complete the next three entries (Visits in Home by PCC Staff, Telephone Contacts and Attempted Visits) is found on Quarterly Report to Participants II, Card 07, (12-15) through (20-22). (See Appendix A, page 4.)

The data needed to complete the last seven entries on the first page of Part E can be found on the Quarterly Report on Services to Participants I, Card 06, (30-31) through (44-45). (See Appendix A, page 3.)

The information needed to complete the second page of Part E can be found on Quarterly Report to Participants II, Card 08, (12-14) through (70-72). (See Appendix A, page 4). Find the "Total Number of Mothers who Participated in Parent Education and Training" by adding the numbers on the Quarterly Report to Participants II in (67-69) for all 35 centers. To find the "Total All PCC's" number of mothers who participated in each type of Parent Education and Training (Child Development, etc.) see entries (12-14) through (42-44). To find "% of Total" divide each entry in the "Total All PCC's" column by "Total Number of Mothers" and express as a percent. The percents do not add up to 100.0%.

Follow the same procedure for "Total Number of Fathers who Participated in Parent Education and Training." Find the total number of fathers who participated by adding the numbers in (70-72) for all centers. To find the total number who participated in each type of Parent Education and Training, see (45-46) through (65-66). The information needed for the rest of Part E comes from Quarterly Report on Services to Participants III. To find the "Total" for Number of Participants Receiving Health Services, add the numbers for

PCC Quarterly Management Report
Covering the Period_ through ,19

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

PART E: PROGRAM SERVICES

Total No. of PCC's ________

PCC's Reporting _ _____

	Total All PCC's	% of Total	Mean
Number of days PCC operated during quarter		--	
Number of days Child Care services provided during quarter		--	
Number of Center Sites		--	
Number of Focal children enrolled in Centers		--	
Number of Outreach homes		--	
Number of Focal children enrolled in Outreach homes		--	
Number of Day homes		--	
Number of Focal children enrolled in Day Homes		--	
Visits in Home by PCC Staff		--	
Telephone Contacts		--	
Attempted Visits		--	
Number of participants served during quarter:			
Focal children (0 to 3)		--	
Focal mothers		--	
Families		--	
Number of Policy Council Members end of quarter, Total		100%	
Number of parents on Policy Council end of quarter			
Average number of parents attending Policy Council meetings		--	
Number of Policy Council Meetings held during the quarter		--	

PCC Quarterly Management Report
Covering the Period____through____, 19___

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

PART E: PROGRAM SERVICES (CONT.)

Total No. of PCC's ________

PCC's Reporting ________

	Total All PCC's	% of Total	Mean
Total number of mothers who participated in Parent Education and Training:		100%	
Child Development			
Family Life Education and Planning			
Consumer Education			
Health Education			
GED			
Instruction in Reading, Writing, Oral Communication			
Home Economics			
Job Training or Skill Development			
Orientation to Community Resources			
Hobbies, Leisure Time			
Other			
Total number of fathers who participated in Parent Education and Training:		100%	
Child Development			
Family Life Education and Planning			
Consumer Education			
Health			
GED			
Instruction in Reading, Writing, Oral Communication			
Home Economics			
Job Training or Skill Development			
Orientation to Community Resources			
Hobbies, Leisure Time			
Other			

PCC Quarterly Management Report
Covering the Period ______ through ______.

SUMMARY OF MANAGEMENT STATISTICS FOR PCC PROGRAM

PART E: PROGRAM SERVICES (CONT.)

Total No. of PCC's ___ ______

CC's Reporting __________

	Total All PCC's	% of Total	Mean
umber of Participants Receiving ealth Services			
otal		100%	
General Medical Exam			
Other General Medical Services			
Emergency Health Services			
Prenatal Health Services			
Family Planning Services			
Specialized Physical Health Services (e.g. vision, speech, hearing)			
Specialized Physical Diagnosis/ Evaluation/Treatment (e.g. mental retardation)			
Dental Exam			
Other Dental Services			
Provision of Medication			
Provision of Equipment (e.g. glasses, hearing aid, orthopedic shoes)			
Laboratory Tests (e.g. blood urine, pregnancy)			
Special Laboratory Test (e.g. Tuberculosis, Cancer, Sickle Cell Anemia)			
Lead Poisoning Testing/Treatment			
Mental Health Services			
Innoculations:			
DPT (last of set)			
Polio (last of set)			
Rubella			
Measles			
Mumps			
Other			
Cognitive Skills			
Other			

item (27-29), the last item in the last column on the Report, for all 35 centers, and enter the answer in the "Total All PCC's" column. To find the "Total All PCC's" column entries for each Medical Service (General Medical Exam, etc.) use the data given in (12-14) through (78-80) in the last row of the Quarterly Report on Services to Participants III (total number who received each service). (See Appendix A, page 5.) To find "% of Total" divide each entry in the "Total All PCC's" column by the "Total" number of Participants Receiving Health Services. To find the mean, divide each entry in the "Total All PCC's" column by 35.

Cumulative Data

In addition to the aggregate data compiled for the Summary of Management Statistics: Parts A-E the Data Coordinator should prepare cumulative data for Reports #3-10. Most of this data was already prepared and used to complete national averages. This additional information should be entered on blank copies of Reports #3-10 and "Cumulative data" should be typed on the top of each report. Copies of the cumulative data from the quarter ending November 30, 1972. In the text which follows, unless specified as cumulative data, Reports #3-10 refer to reports prepared for individual centers.

Report #3 (Cumulative Data)

Under the column labeled "Quarterly", enter the total quantity of each type of service for all the reporting centers. For example, for "Infant Ed. - Group", add the quantities of that service for all the centers as found on Report #3. These numbers were previously computed to determine National averages for Report #3.

Report #4 (Cumulative Data)

In the "total" column under "Local Cost of Service", for each service category, enter the total "Direct Cost" and "Direct Cost with O.H." for that category for all 35 centers. For example, for "Child Care and Supervision", add the "Direct Cost", as given on Report #4 for all 35 centers. These numbers were already computed to determine the National averages for Report #4.

In the "total units" column for each service category enter the total quantity of services provided in that category by all the centers. These numbers can be obtained by summing the quantities of services delivered in that category which are listed in the cumulative data for Report #3. For example, for "Child Care and Supervision" sum the numbers listed in the quantity column of Report #3 (Cumulative Data) for "Infant Ed. - Group", "Infant Ed. - Individual", "Parent Child Interaction Sessions" and "Programs for Siblings."

Report #5 (Cumulative Data)

In the "Total" column, under PCC Service Base Statistics, enter the total number of Focal Children, of Families, of Other Children and of Participants. These numbers were computed to determine the National averages for Report #5. See Report #5, National averages, Parts d & e, (page 63) for a discussion of how to obtain these numbers.

Report #6 (Cumulative Data)

In the "Total Expenditure for Quarter" column enter the amount expended in each category by all 35 centers. These numbers were computed to determine the National averages for Report #6. See Report #6, National averages, page 66 for a discussion of how to compute these numbers. The numbers in the "% of Total Expenditure" column, based on the Cumulative Data will be the same as those in the "National average" column, as these numbers were used to compute the National average for Report #6.

Report #7 (Cumulative Data)

For each category, add the "Total Federal Expenditures" for that category (listed on Report #7) for all 35 centers. Enter this number in the "Total Federal Expenditures" column for that category on Report #7 (Cumulative Data). Add the numbers for all the categories on Report #7 (Cumulative Data) to get the "Total" at the bottom of the page. To determine "% of Total Federal Expenditures" divide the amount of Federal Expenditures spent in each category by the "Total", express the answer as a percent and round to the nearest tenth of a percent. Check to make sure that the percents in the "% Total Federal Expenditures" add up to 100.0% (± .1%).

Follow the same procedure to fill in the "Total Non-Federal Expenditures" column and "% of Non-Federal Expenditures" column. To determine the amount of non-federal expenditures spent in each category by all the centers add the numbers in that category in the "Total Non-Federal Expenditures" column on Report #7 for all the centers.

Check to make sure that the sum of "Totals" for the "Total Federal Expenditure" column and "Total Non-Federal Expenditure" column on Report #7 (Cumulative Data) is the same as the "Total" for the "Total Expenditure for Quarter" column on Report #6 (Cumulative Data). If these two numbers are not the same, check for a mistake.

Report #8 (Cumulative Data)

In the "Total Direct Costs: Local" column, for service categories 4-12, enter the amounts given in the "Total Expenditures for Quarter" column of Report #6 (Cumulative Data) for those categories. Then add the numbers in the "Total Direct Costs: Local" column to get the "Total at the bottom of the page. The entries in the "% Direct Costs: Local" column will be the same as the National averages for Report #8.

Report #9 (Cumulative Data)

In the "Total Indirect Costs: Local" column for services categories 1-3 and 13-14, enter the numbers found in the "Total Expenditures for Quarter column of Report #6 (Cumulative Data) for those categories. Then add the numbers in the "Total Indirect Costs: Local" column to get the "Total" at the bottom of the page. Add this total to the "Total" of the "Total Direct Costs: Local" column on Report #8 (Cumulative Data). This sum must be the same as the "Total" of the "Total Expenditure for Quarter" column on Report #6 (Cumulative Data).

The numbers in the "% Indirect Costs: Local" column will be the same as the National averages for Report #9.

Report #10 (Cumulative Data)

In the "Total Hours" column, for each category, enter the total number of hours, paid and donated, spent by all 35 centers in that category. Do the same for the "Donated Hours" column but enter the total number of donated hours. See Report #10, National Averages, for a discussion of how to obtain these numbers. The numbers in the "% of Total Hours" column and "% Donated Hours" column will be the same as the National Averages for Report #10.

Parent Child Center Program
Office of Child Development
U.S. Department of HEW
OMB 85-R0198 Expires 7/31/74

QUARTERLY REPORT ON PARTICIPANT CHARACTERISTICS

for HEW use
Date Received ____
[1-5] ☐☐☐☐☐
[6-9] ☐☐☐☐

GRANTEE ____
PCC ____
GRANT NUMBER ____
QUARTER ENDING ____ month / day / year

[10-11] 0 1 CARD

[12-14] ____ Families Enrolled at End of Quarter
[15-16] ____ New Families Enrolled During Quarter
[17-18] ____ Families Reinstated During Quarter
[19-20] ____ Families Terminated During Quarter

For Those Families Terminated During the Quarter, and Not Currently Enrolled at the PCC, give the following information:

Number of Months Terminated Families were Enrolled in the PCC Program (show number of families for each category below):

[21-22] ____ Less than 1 Month
[23-24] ____ 1-3 Months
[25-26] ____ 4-6 Months
[27-28] ____ 7-9 Months
[29-30] ____ 10-12 Months
[31-32] ____ 13-18 Months
[33-34] ____ 19-24 Months
[35-36] ____ 25-36 Months
[37-38] ____ 37-48 Months
[39-40] ____ Over 48 Months

Reasons for Termination (show number of families for each reason below):

[41-42] ____ Moving from Service Area
[43-44] ____ Lack of Transportation
[45-46] ____ No Longer Focal Child
[47-48] ____ Illness (Self or Family)
[49-50] ____ Lack of Interest
[51-52] ____ Income Above Level of Eligibility
[53-54] ____ Language Barrier
[55-56] ____ Other (specify): ____

[10-11] 0 2 CARD

Families Enrolled at the End of the Quarter:

[12-14] ____ Female Head of Household
[15-16] ____ Language Other than English
[17-18] ____ Household with Handicapped children
Households with:
[25-26] ____ 2 or 3 members
[27-28] ____ 4 or 5 members
[29-30] ____ 6 or 7 members
[31-32] ____ 8 or more members

[19-21] ____ Receiving AFDC or Public Assistance
[22-24] ____ Income Below Poverty Level

Participating Children Aged:
[33-35] ____ 0 to 3
[36-38] ____ 3 to 4
[39-41] ____ 4 to 6
[42-44] ____ 6 to 9
[45-47] ____ 9 Years or Over

[10-11] 0 3 CARD

Participants by Ethnicity	**No. of Families**	**Total No. Participants**
1 Mexican-American	[12-14] ____	[39-41] ____
2 Puerto Rican	[15-17] ____	[42-44] ____
3 Other Caucasian	[18-20] ____	[45-47] ____
4 Black	[21-23] ____	[48-50] ____
5 American Indian	[24-26] ____	[51-53] ____
6 Native Alaskan	[27-29] ____	[54-56] ____
7 Polynesian	[30-32] ____	[57-59] ____
8 Oriental	[33-35] ____	[60-62] ____
9 Other (specify): ____	[36-38] ____	[63-65] ____

Abt Associates Inc. 6/72

Signature of Person Preparing Form	Phone	Date

Parent Child Center Program
Office of Child Development
U.S. Department of HEW
OMB 85-R0198 Expires 7/31/74

QUARTERLY REPORT ON STAFF CHARACTERISTICS

for HEW use
Date Received ______
[1-5] ☐☐☐☐☐
[6-9] ☐☐☐☐

GRANTEE ______
PCC ______
GRANT NUMBER ______
QUARTER ENDING ______
month / day / year

[10-11]
0 4
CARD

Permanent Full- and Part-Time Employees

[12-13] ______ Employees on Payroll at End of Quarter
[14-15] ______ New Employees Hired During Quarter
[16-17] ______ Employees Reinstated During Quarter
[18-19] ______ Employees Terminated During Quarter

For Those Employees Terminated during the Quarter and Not Currently Employed at the PCC, Give the Following Information:

Number of Months Terminated Employees Worked at the PCC (show number of employees for each category below):

[20-21] ______ Less than 1 Month
[22-23] ______ 1-3 Months
[24-25] ______ 4-6 Months
[26-27] ______ 7-9 Months
[28-29] ______ 10-12 Months
[30-31] ______ 13-18 Months
[32-33] ______ 19-24 Months
[34-35] ______ 25-36 Months
[36-37] ______ 37-38 Months
[38-39] ______ Over 48 Months

Reasons for Termination (show number of employees for each reason below):

[40-41] ______ Moving
[42-43] ______ Better Job
[44-45] ______ Further Education
[46-47] ______ Pregnancy
[48-49] ______ Other (specify):
[50-51] ______ Health
[52-53] ______ Retirement
[54-55] ______ Dismissal
[56-57] ______ Personal Reasons

[10-11]
0 5
CARD

Permanent Full- and Part-Time Employees on the Payroll at End of Quarter:

[12-13] ______ Males
[14-15] ______ Females
[16-17] ______ Staff who have been or currently are PCC participants
[18-19] ______ Part-Time Employees
[20-21] ______ Full-Time Employees
[22-23] ______ Professionals
[24-25] ______ Non-Professionals
[26-27] ______ Administrative Staff
[28-29] ______ Direct Service Staff
[30-31] ______ Support Staff

Employees by Ethnicity:

[32-33] ______ Mexican American
[34-35] ______ Puerto Rican
[36-37] ______ Other Caucasian
[38-39] ______ Black
[40-41] ______ American Indian
[42-43] ______ Native Alaskan
[44-45] ______ Polynesian
[46-47] ______ Oriental
[48-49] ______ Other (specify):

[50-51] ______ Total Number of Temporary Paid Employees

Abt Associates Inc. 6/72

Signature of Person Preparing Form	Phone	Date

Appendix A:2

Parent Child Center Program
Office of Child Development
U.S. Department of HEW
OMB 85-R0198 Expires 7/31/74

QUARTERLY REPORT ON SERVICES TO PARTICIPANTS I

for HEW use
Date Received ____
[1-5] ☐☐☐☐☐
[6-9] ☐☐☐☐

GRANTEE ____
PCC ____
GRANT NUMBER ____
QUARTER ENDING ____
month / day / year

[10-11] 06 CARD

Program Operations

[12-13] ____ Total Number of Days PCC Operated During the Quarter
[14-15] ____ Total Number of Days Child Care Services Provided During the Quarter
[16] ____ Total Number of Centers at End of Quarter
[17-19] ____ Total Number of FOCAL CHILDREN Enrolled in Center(s) at End of Quarter
[20-21] ____ Total Number of Outreach Homes at End of Quarter
[22-24] ____ Total Number of FOCAL CHILDREN Enrolled in Outreach Homes at End of Quarter
[25-26] ____ Total Number of Day Homes at End of Quarter
[27-29] ____ Total Number of FOCAL CHILDREN Enrolled in Day Homes at End of Quarter

Participants

Indicate Number of Participants of Each Type Enrolled DURING THE QUARTER

[30-31] ____ Focal Mothers (Pregnant Women) [32-34] ____ Focal Children (0 to 3 years)

Indicate Number of Families Enrolled DURING THE QUARTER

[35-37] ____ Families Enrolled

Policy Council

[38-39] ____ Total Number of Policy Council Members at End of Quarter
[40-41] ____ Total Number of Parents Serving on the Policy Council at End of Quarter
[42-43] ____ Average Number of PARENT Members Attending Policy Council Meetings During the Quarter
[44-45] ____ Total Number of Policy Council Meetings Held During the Quarter

Abt Associates Inc. 6/72

Signature of Person Preparing Form	Phone	Date

QUARTERLY REPORT ON SERVICES TO PARTICIPANTS II

U.S. Department of HEW
OMB 85-R0198 Expires 7/31/74

for HEW use
Date Received
[1-5] ☐☐☐☐☐
[6-9] ☐☐☐☐

GRANTEE ____________________
PCC ____________________
GRANT NUMBER ____________________
QUARTER ENDING ____________________
month / day / year

[10-11]
07
CARD

Services to Families

NUMBER OF TIMES EACH SERVICE PROVIDED		SERVICE CATEGORY
[12-15]		Visited in Home by PCC Staff
[16-19]		[Telephone Contact]
[20-22]		[Attempted Visits]
[23-26]		Infant Education — Group Setting
[27-30]		Infant Education — Individual
[31-34]		Parent-Child Interaction Sessions
[35-38]		Programs for Siblings
[39-42]		Meals
[43-46]		Snacks
[47-50]		Family Counseling
[51-53]		Housing Assistance and Home Repairs
[54-56]		Babysitting
[57-60]		Transportation
[61-64]		Other Direct Social and Economic Services (Including Health)
[65-68]		Referrals to Social, Economic, and Health Services
[69-72]		Parent Education and Training

[10-11]
08
CARD

Parent Education and Training

Enter the Total Number of Parents Participating in each type of education and training during the quarter	Child Development	Family Life Education and Family Planning	Consumer Education	Health Education	GED (High School Equivalency)	Instruction in Reading, Writing, Oral Communication	Home Economics (sewing, cooking, nutrition, hygiene)	Job Training or Skill Development	Orientation to Community Resources	Hobbies, Leisure Time and Recreation	Other (specify):
Number of Mothers											
	[12-14]	[15-17]	[18-20]	[21-23]	[24-26]	[27-29]	[30-32]	[33-35]	[36-38]	[39-41]	[42-44]
Number of Fathers											
	[45-46]	[47-48]	[49-50]	[51-52]	[53-54]	[55-56]	[57-58]	[59-60]	[61-62]	[63-64]	[65-66]

Total Number of *Different* Parents Who Participated in Education and Training Sessions During the Quarter . . . . MOTHERS ______ [67-69] FATHERS ______ [70-72]

Abt Associates Inc. 6/72

Signature of Person Preparing Form	Phone	Date

Parent Child Center Program
Office of Child Development
U.S. Department of HEW
OMB 85-R0198 Expires 7/31/74

QUARTERLY REPORT ON SERVICES TO PARTICIPANTS III

for HEW use

Date Received

[1-5] ☐☐☐☐☐

[6-9] ☐☐☐☐

GRANTEE ______________________________

PCC ______________________________

GRANT NUMBER ______________________________

QUARTER ENDING ______________________________
month / day / year

PARTICIPANT GROUPS	General Medical Exam	Other General Medical Services	Emergency Health Services	Prenatal Health Services	Family Planning Services	Specialized Physical Health Services (e.g., vision, speech, hearing)	Specialized Physical Diagnosis/Evaluation/Treatment (e.g., mental retardation)	Dental Exam	Other Dental Services	Provision of Medication	Provision of Equipment (e.g., glasses, hearing aid, orthopedic shoes)	Laboratory Tests (e.g., blood, urine, pregnancy)
Focal Mothers												
Other Parents												
Other Adults												
Focal Children												
Other Children												
Total Number Who Received Each Service												
[9-11] 09 CARD	[12-14]	[15-17]	[18-20]	[21-23]	[24-26]	[27-29]	[30-32]	[33-35]	[36-38]	[39-41]	[42-44]	[45-47]

PARTICIPANT GROUPS	Special Laboratory Test (e.g., Tuberculosis, Cancer, Sickle Cell Anemia)	Lead Poisoning Testing/ Treatment	Mental Health Services	Innoculations: DPT (last of set)	Polio (last of set)	Rubella	Measles	Mumps	Other (specify) ______	Cognitive Skills	Other ______
Focal Mothers											
Other Parents											
Other Adults											
Focal Children											
Other Children											
Total Number Who Received Each Service											
[9-11] 09 CARD	[48-50]	[51-53]	[54-56]	[57-59]	[60-62]	[63-65]	[66-68]	[69-71]	[72-74]	[75-77]	[78-80]

HEALTH SERVICES RECEIVED AND REFERRALS MADE DURING QUARTER

[10-11] 10 CARD	Total Number of Participants in Each Group Served During Quarter
[12-14]	
[15-17]	
[18-20]	
[21-23]	
[24-26]	
[27-29]	
	Total

Signature of Person Preparing Report	Phone	Date

Abt Associates 6/72

Appendix A:5

Parent Child Center Program
Office of Child Development
U.S. Department of HEW
OMB 85-R0198 Expires 7/31/74

QUARTERLY STAFF UTILIZATION REPORT
(Paid Staff)

for HEW use
Date Received
[1-5] ☐☐☐☐☐
[6-9] ☐☐☐☐

GRANTEE ______
PCC ______
GRANT NUMBER ______
QUARTER ENDING ______ month / day / year

1. List all of the PCC's paid employees by their "Job Title".
2. Enter $ value of Wages and Salaries accrued during the quarter.
3. Enter a summary of the hours spent by each staff member on each functional service during the quarter.

[10-11] 1 1 CARD

TOTAL NUMBER of PAID STAFF reported ☐

[12-13]	JOB TITLE: Paid Staff [14-15]	$ Value of Wages and Salaries Accrued Quarterly [16-19]	ADMINISTRATION: SUPERVISION OF PERSONNEL AND MANAGEMENT [20-22]	ADMINISTRATION: PROGRAM PLANNING AND RESEARCH [23-25]	ADMINISTRATION: FUND RAISING [26-28]	CHILD SUPERVISION AND EDUCATION [29-31]	PARENT EDUCATION AND TRAINING [32-34]	SOCIAL AND ECONOMIC SERVICES TO FAMILY [35-37]	IN-TAKE EVALUATION AND REFERRAL [38-40]	HEALTH SERVICES [41-43]	FOOD SERVICES [44-46]	COMMUNITY ORGANIZATION [47-49]	TRANSPORTATION [50-52]	(PURE) RESEARCH [53-55]	OCCUPANCY [56-58]	STAFF DEVELOPMENT AND ON-THE-JOB TRAINING [59-61]	LEAVE [62-64]	ADVOCACY OR NON-PCC FUNDED PROGRAMS [65-67]
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Abt Associates Inc. 6/72

Signature of Person Preparing Form	Phone	Date

Appendix A:7

QUARTERLY STAFF UTILIZATION REPORT

(Consultants)

Parent Child Center Program
Office of Child Development
U.S.Department of HEW
OMB 85-R0198 Expires 7/31/74

for HEW use

Date Received ______

[1-5] ☐☐☐☐☐

[6-9] ☐☐☐☐

GRANTEE ______

PCC ______

GRANT NUMBER ______

QUARTER ENDING ______
month / day / year

1. List all of the PCC's consultants by their "Job Title".
2. Enter the $ values of Wages and Salaries accrued during the quarter.
3. Enter a summary of the hours spent by each consultant on each functional service during the quarter.

[10-11] 1 2 CARD

TOTAL NUMBER OF CONSULTANTS LISTED BELOW ☐

[12-13]	JOB TITLE: Consultants [14-15]	$ Value of Wages and Salaries Accrued Quarterly [16-19]	ADMINISTRATION: SUPERVISION OF PERSONNEL AND MANAGEMENT [20-22]	ADMINISTRATION: PROGRAM PLANNING AND RESEARCH [23-25]	ADMINISTRATION: FUND RAISING [26-28]	CHILD SUPERVISION AND EDUCATION [29-31]	PARENT EDUCATION AND TRAINING [32-34]	SOCIAL AND ECONOMIC SERVICES TO FAMILY [35-37]	IN-TAKE EVALUATION AND REFERRAL [38-40]	HEALTH SERVICES [41-43]	FOOD SERVICES [44-46]	COMMUNITY ORGANIZATION [47-49]	TRANSPORTATION [50-52]	(PURE) RESEARCH [53-55]	OCCUPANCY [56-58]	STAFF DEVELOPMENT AND ON-THE-JOB TRAINING [59-61]
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Abt Associates Inc. 6/72

Signature of Person Preparing Form	Phone	Date

QUARTERLY REPORT ON DONATED SERVICES

[Allowable as Non-Federal Share]

Parent Child Center Program
Office of Child Development
U.S.Department of HEW
OMB 85-R0198 Expires 7/31/74

for HEW use

Date Received ______

[1-5] ☐☐☐☐☐

[6-9] ☐☐☐☐

GRANTEE ______

PCC ______

GRANT NUMBER ______

QUARTER ENDING ______
month / day / year

List all donated services by the title of the job performed. It is not necessary to list all volunteers individually. They must, however, be grouped so that all persons listed under a job title are performing services valued at the same hourly rate.

[10-11] 13 CARD

TOTAL NUMBER OF PROFESSIONAL AND NON-PROFESSIONAL WORKERS LISTED BELOW ☐

[12-13]	JOB TITLE: (14-15)	P	NP	Estimated $ Value of Services Provided Quarterly [16-19]	ADMINISTRATION: SUPERVISION OF PERSONNEL AND MANAGEMENT [20-22]	ADMINISTRATION: PROGRAM PLANNING AND RESEARCH [23-25]	ADMINISTRATION: FUND RAISING [26-28]	CHILD SUPERVISION AND EDUCATION [29-31]	PARENT EDUCATION AND TRAINING [32-34]	SOCIAL AND ECONOMIC SERVICES TO FAMILY [35-37]	IN-TAKE EVALUATION AND REFERRAL [38-40]	HEALTH SERVICES [41-43]	FOOD SERVICES [44-46]	COMMUNITY ORGANIZATION [47-49]	TRANSPORTATION [50-52]	(PURE) RESEARCH [53-55]	OCCUPANCY [56-58]	STAFF DEVELOPMENT AND ON-THE-JOB TRAINING [59-61]
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02																		
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09																		
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12																		
13																		

Abt Associates Inc. 6/72

Signature of Person Preparing Form	Phone	Date

Appendix B

Report #3: Frequency of Service Per Participant Report (Cumulative data)

INDICATORS OF SERVICE DELIVERED		FREQUENCY OF SERVICE	
TYPE	QUANTITY	LOCAL	NAT'L. AVERAGE
		Service/Focal Child/Week	
1. Child Care & Supervision			
Infant Ed. - Group	40650		1.00
Infant Ed. - Individual	28180		.69
Parent Child Interaction Sessions	8126		.20
		Service/Sibling/Week	
Programs for Siblings	6010		.13
		Service/Family/Quarter	
2. Parent Education and Training			
Parent Ed. & Training Sessions	10634		6.12
3. Social and Economic Services to Family			
Family Counseling	3051		1.16
Housing Assistance & Home Repairs	324		.12
Babysitting	1373		.52
Other Direct Social, Economic, & Health Serv.	4257		1.62
4. In-Take, Evaluation, and Referral			
New Enrollees	522		
Terminations	466		
Referrals to Social, Economic & Health Services	2962		1.13
5. Health Services		INA	INA
		Service/Family/Week	
6. Food Services			
Hot Meals	63002		1.85
Snacks	45938		1.35
7. Community Organization			
Number of PC Meetings Held	--	INA	INA
8. Transportation			
Number of Times Provided	39169		1.15

Appendix B

Report # 4: Cost Per Unit of Service Report (Cumulative data)

	COST OF SERVICE			
	LOCAL		NATIONAL AVERAGE	
Major Service Categories:	total	total units	total	per unit
1) Child Care and Supervision:				
DIRECT COST	273,314	82,966	7765	3.28
DIRECT COST WITH O.H.	527,316		15066	6.36
2) Parent Education and Training:				
DIRECT COST	104,914	16,034	2988	6.52
DIRECT COST WITH O.H.	199,917		5712	12.47
3) Social and Economic Services to Family:				
DIRECT COST	75,588	9,005	2154	8.37
DIRECT COST WITH O.H.	146,553		4187	16.27
4) Intake, Evaluation and Referral:				
DIRECT COST	35,124	3,950	1000	8.86
DIRECT COST WITH O.H.	68,777		1965	17.41
5) Health Services:				
DIRECT COST	110,322	——	3150	---
DIRECT COST WITH O.H.	211,851		6053	---
6) Food Services:				
DIRECT COST	98,536	108,940	2812	.90
DIRECT COST WITH O.H.	192,146		5490	1.76
7) Community Organization:				
DIRECT COST	31,126	——	888	---
DIRECT COST WITH O.H.	61,294		1751	---
8) Transportation:				
DIRECT COST	115,301	39,169	3293	2.94
DIRECT COST WITH O.H.	222,897		6368	5.69

Appendix B

Report # 5: PCC Cost Per Participant Report (Cumulative data)

	TOTAL	NATIONAL AVERAGE
PCC Cost Per Participant Per Year:		
Direct Cost		349
Direct Cost with Overhead		674
Federal Cost		557
PCC Cost Per Family Per Year:		
Direct Cost		1312
Direct Cost with Overhead		2536
Federal Cost		2095
PCC Cost Per Focal Partitipant Per Year:		
Direct Cost		1026
Direct Cost with Overhead		1984
Federal Cost		1639
PCC Service Base Statistics:		
Number of Focal Children	3,131	89.46
Number of Families	2,622	74.91
Number of Other Children	3,701	105.74
Number of Participants	9,868	281.94

Appendix B

Report # 6: Total Cost Per Functional Activity Report (Cumulative data)

Functional Categories	Total Expenditure for Quarter	% of Total Expenditure	National Average	% Greater or Less Than National Average
1. Administration: Management & Supervision	266,832	16.0%	16.0%	
2. Administration: Program Planning & Research	103,521	6.2%	6.2%	
Administration: Fund Raising	13,763	.8%	.8%	
Child Supervision & Education	273,314	16.4%	16.4%	
5. Parent Education & Training	104,914	6.3%	6.3%	
6. Social & Economic Services to Families	75,588	4.5%	4.5%	
7 In-Take, Evaluation & Referral	35,124	2.1%	2.1%	
Health Services	110,322	6.6%	6.6%	
Food Services	98,536	5.9%	5.9%	
Community Organization	31,126	1.9%	1.9%	
1. Transportation	115,301	6.9%	6.9%	
(Pure) Research	18,126	1.1%	1.1%	
Occupancy	283,928	17.0%	17.0%	
14. Staff Development & On-the-Job Training	135,857	8.2%	8.2%	
Total	1,666,252	99.9%	99.9%	

Appendix B

eport # 7. Federal and Non-Federal Cost Per Functional Activity Report (Cumulative data)

ctional Categories	Total Federal Expenditures	% of Total Federal Expenditures	Total Non-Federal Expenditures	% of Non-Federal Expenditures
Administration: Management & Supervision	240,210	17.5%	26,622	9.1%
Administration: Program Planning & Research	98,646	7.2%	4,875	1.7%
Administration: Fund Raising	8,012	.6%	5,751	2.0%
Child Supervision & Education	239,919	17.5%	33,395	11.4%
Parent Education & Training	83,874	6.1%	21,040	7.2%
Social & Economic Services to Families	59,422	4.3%	16,166	5.5%
In-Take, Evaluation & Referral	33,575	2.4%	1,549	.5%
Health Services	68,654	5.0%	41,668	14.2%
Food Services	92,872	6.8%	5,664	1.9%
Community Organization	27,800	2.0%	3,326	1.1%
Transportation	112,678	8.2%	2,623	.9%
(Pure) Research	16,510	1.2%	1,616	.6%
Occupancy	166,032	12.1%	117,896	40.3%
Staff Development & On-the-Job Training	125,273	9.1%	10,584	3.6%
Total	1,373,477	100.0%	292,775	100.0%

Appendix B

Report # 8: Direct Cost Per Functional Activity Report (Cumulative data)

ctional Categories	Total Direct Costs: Local	% Direct Costs: Local	% Direct Costs: Nat'l Average	% Greater or Less Than Nat'l Average
Administration: Management & Supervision				
Administration: Program Planning & Research				
Administration: Fund Raising				
Child Supervision & Education	273,314	31.6%	31.6%	
Parent Education & Training	104,914	12.2%	12.2%	
Social & Economic Services to Families	75,588	8.8%	8.8%	
In-Take, Evaluation & Referral	35,124	4.1%	4.1%	
Health Services	110,322	12.8%	12.8%	
Food Services	98,536	11.4%	11.4%	
Community Organization	31,126	3.6%	3.6%	
Transportation	115,301	13.4%	13.4%	
(Pure) Research	18,126	2.1%	2.1%	
Occupancy				
Staff Development & On-the-Job Training				
Total	$862,351	100.0%	100.0%	

Appendix B

eport #9: Indirect Cost Per Functional Activity Report (Cumulative data)

ctional Categories	Total Indirect Costs: Local	% Indirect Costs: Local	% Indirect Costs: Nat'l Average	% Greater or Less Than Nat'l Average
Administration: Management & Supervision	266,832	33.2%	33.2%	
Administration: Program Planning & Research	103,521	12.9%	12.9%	
Administration: Fund Raising	13,763	1.7%	1.7%	
Child Supervision & Education				
Parent Education & Training				
Social & Economic Services to Families				
In-Take, Evaluation & Referral				
Health Services				
Food Services				
Community Organization				
Transportation				
(Pure) Research				
Occupancy	283,928	35.2%	35.2%	
Staff Development & On-the-Job Training	135,857	16.9%	16.9%	
Total	$803,901	99.9%	99.9%	

Appendix B

eport # 10: Personnel Hours Per Functional Activity Report (Cumulative data)

unctional Categories	Total Hours	% of Total Hours	National Average	Donated Hours	% Donated Hours	Nationa Averag
1. Administration: Management & Supervision	54,076	16.5%	16.5%	1,147	4.5%	4.5%
2. Administration: Program Planning & Research	20,482	6.3%	6.3%	1,441	5.7%	5.7%
. Administration: Fund Raising	1,660	.5%	.5%	184	.7%	.7%
Child Supervision & Education	.82,700	25.3%	25.3%	10,826	42.8%	42.8%
. Parent Education & Training	23,471	7.2%	7.2%	4,369	17.3%	17.3%
6. Social & Economic Services to Families	15,025	4.6%	4.6%	1,223	4.8%	4.8%
7 In-Take, Evaluation & Referral	9,140	2.8%	2.8%	308	1.2%	1.2%
Health Services	9,347	2.8%	2.8%	807	3.2%	3.2%
Food Services	23,775	7.3%	7.3%	1,851	7.3%	7.3%
Community Organization	5,789	1.8%	1.8%	337	1.3%	1.3%
1. Transportation	20,870	6.4%	6.4%	241	1.0%	1.0%
2. (Pure) Research	1,879	.6%	.6%	110	.4%	.4%
. Occupancy	27,296	8.3%	8.3%	1,281	5.1%	5.1%
1. Staff Development & On-the-Job Training	31,902	9.7%	9.7%	1,162	4.6%	4.6%
Total	327,412	100.1%	100.1%	25,287	99.9%	99.9%

APPENDIX C:

RULES FOR ASSIGNING NON-PERSONNEL COSTS TO FUNCTIONAL CATEGORIES

The accrued cost of non-personnel expenditures other than capital investments are assigned to functional categories and appear as part of the costs shown. The cost of non-personnel expenditures is taken from each center's official budget. The following guidelines are used to assign the non-personnel expenditures to the fourteen functional categories. Purchase of equipment, depreciation on equipment and cost of renovation and major repairs are not included.

Contract Services

Included in the budget under this heading are amounts paid for professional services such as legal counsel, auditing service, contracted health services and training services. Also included are non-professional contracted services such as maintenance contract, laundry service and security guard contracts. Amounts spent on services of individual consultants are listed on the Quarterly Report Staff Utilization and are considered personnel costs.

Medical Exams and Follow-up

Assign amounts spent on contracted services for Medical exams, referrals and follow-up treatment to "Health Services."

Dental Exams and Follow-up

Assign amounts spent on contracted services for dental exams and follow-up treatment to "Health Services."

Psychological Services

Amounts spent on contracted psychological services belong under either "Social and Economic Services to the Family" or "In-take, Evaluation and Referral," depending on the nature of the service. Diagnosis or testing of individual children is included in "Intake, Evaluation and Referral," while counseling to families about family life situations belongs under "Social and Economic Services to the Family."

Training

Include fees for pre-service and in-service training contracts under "Staff Development and On-the-Job Training."

Audit Fees

Fees for audit of the center's accounts belong under "Administration: Management and Supervision."

Legal Fees

All fees for legal consultation by persons who are paid on an individual contract basis belong under "Administration: Management and Supervision."

Maintenance Contract

Costs of maintenance contracts for cleaning and maintaining buildings and grounds should be included under "Occupancy" costs.

Security Guard Service

The cost of contracting for security guard service if such work is not carried out by employees of the program should be entered under "Occupancy" costs.

Diaper Service

Fees for contracted laundering of diapers belong under "Social and Economic Services to the Family."

Bayley Evaluation Tests

Costs for administering and evaluating Bayley Evaluation Tests are entered under "Pure Research."

Travel

Pupil Transportation

Cost of local public transportation used to transport participating children to program activities or to related services such as clinics, as well as gasoline, oil and minor maintenance costs for program owned vehicles used to transport participating children are included in "Transportation" costs.

Staff Travel

Costs of staff travel include reimbursement to staff members for use of personally owned automobiles (mileage allowance), cost of air or bus fare; and per diem costs for food and lodging accrued during the trip. Costs for Staff Travel are assigned to functional categories according to the purpose of the travel. For example, costs of in-area social worker travel for the purpose of visiting families in the home would be assigned to either "Social and Economic Services to the Family" or "Intake, Evaluation and Referral," depending upon the purpose of the social worker's visit. In-area travel by a staff nurse would be included under "Health Services." The travel costs of the Director, unless for the purposes of direct services to participants, should be assigned to the appropriate administration category (Management, Program Planning or Fund Raising). Costs of staff travel to workshops, conventions or conferences are included under "Staff Development and On-the-Job Training."

Parent Transportation

Costs of transporting parents to program activities are entered in "Transportation" category.

Space Costs

Include the cost of rent, heat, electricity, water, extermination and garbage removal in "Occupancy." Fees for licenses and permits necessary to operate the center are also included in "Occupancy" costs. Cost for use of the telephone is entered under "Administration: Management and Supervision."

Consumable Supplies

Classroom Supplies

Costs for consumable educational supplies such as pencils, crayons, art supplies, books, toys, games, Peabody Kits and Montessori materials should be included in "Child Supervision and Education" costs. Also include pets and plants or garden supplies under "Child Supervision and Education."

Office Supplies

Include cost of stationery, pencils, paper, ink, typewriter ribbon and books or reports used primarily for administrative and management purposes under "Administration: Management and Supervision."

Maintenance Supplies

Costs of janitorial supplies such as soap, paper towels, linen, electric light bulbs, brooms, rakes and other clean up supplies as well as hammers and other tools used for minor repairs should be included under "Occupancy."

Food Supplies

The cost of food and other consumable kitchen supplies should be entered under "Food Services."

Homemaker (Home Improvement) Supplies

Supplies used to aid mothers in Homemaking, whether in training sessions or directly, should be entered under "Social and Economic Services to the Family."

Parent Education and Training Supplies

Supplies used for parent education and training sessions and for parent recreational activities at the center should be included in "Parent Education and Training Costs."

Medical-Dental Supplies

Cost of bandages, antiseptics, First Aid kits and toothbrushes or other dental supplies are included in "Health Services."

Other

General Liability, Theft and Fire Insurance

The cost of these insurances should be included in "Occupancy" costs.

Vehicle Theft and Liability Insurance

Enter the cost of vehicle insurance under "Transportation."

Pupil Liability or Health Insurance

Enter the cost of insurance for participating children under "Health" service.

Advertising and Printing

Costs associated with advertising, printing or duplicating should be entered under "Administration: Management and Supervision," unless specifically stated that the services were for fund raising purposes. In that case, they should be entered under "Administration: Fund Raising."

Bonding Fee

Cost of a bonding fee should be entered under "Administration: Management and Supervision."

Postage

Mailing costs are included in "Administration: Management and Supervision" costs.

Babysitting

Cost for babysitting services which enable parents to participate in program activities are included under "Social and Economic Services to the Family."

Recruitment of Employees

Costs for recruitment of employees are entered under "Administration: Management and Supervision."

Subscriptions and Reference Materials

The cost of reference works and subscriptions to magazines and professional journals used by staff members is entered under "Staff Development and On-the-Job Training."

Memberships

Payments for memberships to professional organizations that are related to the delivery of day care services should be entered under "Staff Development and On-the-Job Training."

Field Trips

Costs of field trips, including entrance fees to zoos, museums, historical landmarks and the like, and the cost of special transport arrangements, should be entered under "Child Supervision and Education."

Parent Activities

Costs associated with Parent Policy Council meetings and planned parent activities or social functions are entered under "Community Organization."

Donated Non-Personnel Costs

Costs of donated goods are assigned to the functional categories in exactly the same way as paid non-personnel costs. All donated goods and cash received from private individuals and from local or state sources, including Model Cities, are included as donated goods, non-Federal share. Contributions received from other Federal agencies, such as Title IV A funds and surplus food commodities, are not included.

If the rent paid is below the fair market value, the difference between fair market value and the amount paid should be entered under "Occupancy" as a donated non-personnel cost.

SECTION IV

IV. SYSTEM RESOURCE REQUIREMENTS

RESOURCE REQUIREMENTS

Local Resource Requirements

It is difficult to separate the additional demands imposed on local Parent-Child Center directors, data coordinators, and staff members by the PCC MIS, from the ordinary demands for sound financial and program service recordkeeping. Most parent-child centers did not have adequate recordkeeping systems prior to the implementation of the PCC MIS, and, in any case, these records were not consistent among projects. In this regard, they were little different from most child care program operators. Yet, the need for adequate records exists whether or not there is a Management Information System. Hence, nearly all of the recordkeeping that is associated with the PCC MIS is necessary independent of the PCC MIS. Only the need to make out quarterly reports is an additional demand on local resources. As an incentive to meet this demand, the PCC MIS has provided two services to local parent-child centers:

- the national office, through a contractor, has furnished local recordkeeping forms, as well as quarterly report forms; and
- the output from the PCC MIS was designed to be of real value to the management of the local PCCs.

Should local PCCs be requested to furnish their own recordkeeping forms, the system would require the following resources from each PCC on a quarterly basis:

1. Recordkeeping Forms
    - A. Participant Intake, 25 per quarter
    - B. Participant Enrollment, 25 per quarter
    - C. Employee Intake, 10 per quarter
    - D. Weekly Family Service Record, 100 per quarter
    - E. Family Health Service Record, 100 per quarter
    - F. Weekly Staff Utilization, 100 per quarter
    - G. Donated Service Voucher, 30 per quarter
    - H. Donated Goods Voucher, 40 per quarter

Total estimated cost $30.

Time of Data Coordinator, Accountant and Director to make out the quarterly reports

A.	Data Coordinator	2 md @ $30. plus $30. overhead	$120. x 4 quarters =	$480.
B.	Accountant	1 hour @ $5. plus $5. overhead	$ 10. x 4 quarters =	$ 40.
C.	Director	1 md @ $60. plus $60. overhead	$120. x 4 quarters =	$480.

Total Estimated Annual Cost to 35 local PCC's:

●Recordkeeping forms	$ 4,200.
●Time of Personnel	$35,000.
●Postage and envelopes	$ 50.
	$39,250.

NATIONAL RESOURCES REQUIREMENTS

NEWSLETTER

Estimate of Annual Costs for continuation of the quarterly newsletter

Direct Labor, including overhead	
Editor	$1,185.
Comographer	$1,000.
Graphics	$ 625.
Direct Charges	
Printing 2000 copies per quarter @ 4 pgs per copy	$1,700.
Postage	$ 550.
Handling	$ 60.
Materials	$ 80.
TOTAL	$5,200.

TIME AND COST ESTIMATE FOR THE PCCMIS

On a quarterly basis the following tasks and time commitments are required to maintain the Parent-Child Center Management Information System:

		Person-Days	Est. Cost	
Task 1:	Mail out quarterly report forms	1 md	$ 35.	Labor
			$ 35.	Overhead
			$ 40.	Reproduction & Mailing
			$ 110.	
Task 2:	Acknowledge receipt of the reports and validate the reported data (4 hours per center x 35 centers + 4 hours for contingencies)	18 md	$ 900.	Labor
			$ 900.	Overhead
			$ 125.	Telephone
			$1,925.	
Task 3:	Data preparation and calculations (4 hours per center x 35 centers + 12 hours for aggregate reports)	19 md	$ 900.	Labor
			$ 900.	Overhead
			$ 25.	Xerox
			$1,825.	
Task 4:	Preparation and typing of Quarterly Reports (4 hours per center x 35 centers + 4 hours for aggregate data)	18 md	$ 900.	Labor
			$ 900.	Overhead
			$ 25.	Xerox
			$1,825.	
Task 5:	Reproduce the Quarterly Reports and distribute them	2 md	$ 100.	Labor
			$ 100.	Overhead
			$ 315.	Xerox
			$ 135.	Mailing
			$ 650.	
	Total Quarterly Commitment at the national level	58 md	$6,335.	

ANNUAL REPORT

		Person-Days	Est. Cost	
Task 1:	Analyze Grant Applications	18 md	$1,000.	Labor
			$1,000.	Overhead
			$2,000.	
Task 2:	Aggregate Data from four quarters	2 md	$ 100.	Labor
			$ 100.	Overhead
			$ 200.	
Task 3:	Collect new data by telephone and analyze it	18 md	$1,000.	Labor
			$1,000.	Overhead
			$ 250.	Phone
			$2,250.	
Task 4:	Prepare and type the Annual Report	10 md	$ 700.	Labor
			$ 700.	Overhead
			$1,400.	
Task 5:	Reproduce and distribute the Annual Report	2 md	$ 100.	Labor
			$ 100.	Overhead
			$ 400.	Printing
			$ 150.	Mail
			$ 750.	
	Total Commitment at the National Level for Annual Report	50 md	$6,600.	

PROPOSED PCC MIS ANNUAL MANAGEMENT REPORTS
(To Be Issued February 1 of Each Year)

Section I: Program Overview
Part A: Operating Units
1. Number of Grantees, Delegate Agencies, PCCs
2. Dollar Value of Grants by Grantee

Part B: Summary of PCC Relationships with Health Providers

Part C: Summary of Transportation Services Provided by PCCs

Part D: 1. Profile of Participants (Histogram)

2. Medians, Ranges, and Quartiles for Participants Characteristics

Part E: 1. Profile of PCC Staff (Histograms)

2. Medians, Ranges, and Quartiles for Staff Characteristics

Part F: 1. Profile of PCC Program Services (Histograms)

2. Medians, Ranges, and Quartiles for PCC Program Services

Part G: Average Annual Budgeted Costs by Line Item

Part H: Average Annual Budgeted Costs by Functional Catagory

Part I: Staff Time Utilization by Functional Catagory for the Past Year

Part J: Budget Overhead Costs for PCC Grantees

Section II : Span of Service Units Delivered During the Past Year

Part A: Number of Infant Education Sessions Per Week, Number of Sessions per Family Per Week, Average Length Per Session (Group Setting/ Individualized/ Parent Child Interaction)

Part B: Number of Adult Education Sessions per Week; No. of Sessions per Adult per week, and Average Length per Session.

Section III: Cost Per Participant Per Program

Part A: By Staff Size

Part B: By Total Average Enrollment

Part C: By Urban-Rural Location

Section IV: Organization Chart for Each PCC

Items for Consideration for Annual PCC MIS Reports
or for Special Surveys

1. Analysis of the Capital Costs of the Program, as contrasted to the operating costs. (Must involve an inventory!) (Could set "Use Rates")

2. Analysis of staffing patterns (making use of staff utilization records)
    - o Is it better to use professionals or paraprofessionals?
    - o Full-time or part-time staff?
    - o Most effective use of Director's time?
    - o Do some organizational structures have clear advantages over others?

3. Analysis of outreach functions as compared with center based functions.

4. The unit cost of programs for siblings as compared to programs for focal children.

5. Attitudes of parents and staff toward the PCC program.

6. Special assessment of service to families with mothers under 20 years of age.

7. Special survey on types of education programs for infants and toddlers.

8. Description of the organizational structure of each PCC.

9. Description of how health services are delivered to PCC participants.

10. Analysis of maximum size for PCC? Threshhold?
    - o How many families can be served effectively?
    - o How much time should families be allotted per week?

11. Average length of time (mos./yrs.) participants are in the program.

12. Match audit reports with quarter financial reports to determine discrepancies.

13. Determine the service areas for each PCC.

PROPOSED PCC MIS ANNUAL MANAGEMENT REPORTS

All of the data required to complete the proposed PCC MIS Annual Management Report can be obtained from the PCC Quarterly Reports and the Grant Applications for all PCCs. In order to do so, however, we recommend that three items be added to the narrative statement which accompanies the Grant Application.

(1) Span of Service Units: Infant Education

In order to develop meaningful comparisons among programs and meaningful unit costs, the span of service units proposed should be described in more detail to include (1) number of infant education sessions per week, (2) average length of time per session and (3) number of sessions per family per week. This information should be included for each type of service: group setting, individualized and parent-child interaction sessions.

(2) Span of Service Units: Parent Education and Training

More detailed information should also be provided about proposed parent education and training programs. Include (1) number of adult education sessions per week, (2) number of sessions per adult per week and (3) average length per session.

(3) Statement of Relationship With Health Providers

The type of health services provided by Parent Child Centers varies dramatically from region to region. In those areas where subsidized health care programs are available to participants, the PCC may focus on health education and preventative health measures. Other programs can best serve their participants by providing a health referral service or by establishing initial contact between participants and health providers. In those areas where medical and dental services are scarce, arrangements for health care and all costs are assumed by the PCC. A statement clarifying the PCCs relationship with health providers should be included in the annual narrative. The statement should describe arrangements for providing health services to participants including direct services, referrals, arrangements with clinics or hospitals, insurance plans and payment mechanisms. Are services provided directly by the PCC? Have special arrangements been made with a nearby clinic to serve PCC participants? Does the PCC make medical and dental referrals? To whom? Who pays for the services and how are they paid for? What kinds of medical records are kept? For which participants? Where and by whom?

Suggestions for Special Focus in the Quarterly PCC Newsletter

1. PCC Staff

   - Recruitment and Qualifications
     (With focus on directors, teachers, cooks, social service workers, etc.)
   - In-Service Training

1. Infant and Toddler Education

   - Learning Models used in PCC's
   - Field Trips and other Special Educational Experiences
   - Child Development Experience

3. Facilities

   - How the 35 PCC's look outside and inside
   - Costs of Occupancy, Maintainance, and Furnishings
   - Licensing

4. Operating Costs

   - By Line Item
     (With special focus on Personnel vs. Non-personnel costs; and Federal Share vs. Non-Federal Share)
   - By Function
   - By Region
   - By Rural-Urban

5. Health and Nutrition

   - Health Service Arrangements
   - Balance Diet
   - The role of Health and Nutrition in Family Life and Child Development

6. Home Linkage

   - Home Visits by Staff
   - Family Services
   - Transportation
   - Outreach Homes

7. Management

   - Functional Budgeting
   - Data Collection, Reporting, and Use
   - Valuing Donated Goods and Services
   - Staff Meetings

8. Policy Councils

   - Structure and Role
   - By-laws and Organization
   - Board Membership Training

9. Parent Education and Training

   - Focus on Learning
   - Focus on Sharing
   - Focus on New Opportunities

KMc
8/30/72

SECTION V

V. FILE MAINTENANCE REQUIREMENTS

National Office File Maintenance Procedures

Three sets of files are required for the PCC MIS at the national office:

- Quarterly Reports from PCCs,
- Quarterly System output, and
- Annual Report Materials.

Quarterly Report File

The quarterly report files should be set up so that each of the 35 PCCs has its own folder. A different folder should be added to the file for each center every new program year. After two years a program year folder should be discarded. The quarterly report files should not include anything but the quarterly MIS reports submitted by PCCs.

Quarterly Systems Output File

The quarterly systems output requires worksheets. A file drawer should be set aside for these worksheets. The file should contain a folder for each PCC and one for each of the national aggregate data reports generated by the system. The necessary worksheets should be kept in these folders for a full quarter after they are completed. When the worksheets for the new quarter's data are ready, the past quarter's worksheets for that center or national report should be discarded.

A separate file drawer should be set aside for the originals of the quarterly reports. These originals should be kept for up to four years.

Annual System Out

A file drawer should also be set aside for the annual report. This file drawer should have a different folder for each section of the final report. The data for one annual report should be kept up to two years after that annual report is issued.

The national Data Coordinator will note, of course, that the recommended file maintenance procedures for the national office are considerably less complex than those recommended for each of the local PCC's. The reason for this reduced complexity is principally that the national Data Coordinator maintains all quarterly reports from a particular PCC in a single file labeled with the name of the PCC. The local PCC data coordinator, on the other hand, must maintain a lage number of individual files for each of the families who have applied to enroll in the PCC, the families who were actually enrolled in the PCC, the staff members who work in the PCC, as well as separate folders for donated goods vouchers, donated staff time, etc. Since all of this material has already been aggregated for the entire PCC in the quarterly reports, the file maintenance procedures are significantly less complex at the national level.

To assist the national Data Coordinator in providing technical assistance to local PCC's, the file maintenance procedures for the local PCC's have been appended to this section.

SUGGESTED RECORDKEEPING FILES

STAFF RECORDS

Outlined below is a suggested filing system for all staff and consultant records. Separate file headings should be established for

- Permanent Full and Part time Paid Staff
- Temporary or Occasional Workers
- Volunteers
- Consultants

Paid Staff -- Prepare individual folders for each permanent full or part time employee, and include an Employee In Take Record, completed Weekly Staff Utilization Records, and other appropriate documents. Folders may be arranged under the following sub-headings to facilitate the transfer of data to quarterly reports.

- New Staff -- Include new staff hired during the current quarter and not subsequently terminated.
- Reinstatements -- Include staff reinstated during the current quarter and not subsequently terminated during this quarter.
- Current Staff -- Include staff currently on the payroll who have not been hired, reinstated, or terminated during the quarter. At the end of each quarter, transfer New Staff records and Reinstatement records to this file.
- Terminations - Current Quarter -- Include staff terminated during the quarter and not subsequently reinstated.
- Terminations-Previous Quarters -- Include all staff terminated prior to the current quarter and not reinstated. At the end of each quarter, transfer records under Terminations-Current Quarter to this file.
- Applications -- Prepare one folder containing Employee In-Take Records for each job applicant. When an applicant is hired, complete the Employee In-Take Record and transfer the records to the New Staff file.

Temporary or Occasional Workers -- Prepare two folders to include Weekly Staff Utilization Records and other appropriate documents for all persons who work on a temporary basis for the PCC. One folder should be marked "Current" and should contain all records applicable to the current quarter. The second folder, marked "Previous Quarters," should be used to store records applicable to previous quarters. Arrange records alphabetically by last name.

Consultants and Contract Services -- Prepare separate folders for paid consultants who work during the current quarter and for those who performed work during previous quarters. Include Weekly Staff Utilization Records for consultants and individuals who contract to work for the PCC. Arrange records alphabetically by last name. Do not complete Staff Utilization Records for employees of companies, firms, or agencies with which the PCC has contracted for food services, building repairs, transportation and the like.

Volunteers -- Include Donated Services Vouchers for volunteers, and staff members who work for the PCC but are paid by another agency. Vouchers should be arranged alphabetically under the following sub-headings:

- Allowable as Non-federal Share
- Not Allowable as Non-federal Share

You may find it convenient to prepare individual folders for those persons who work regularly at the Center. File vouchers applicable to the current quarter separately from those applicable to previous quarters.

PARTICIPANT FAMILY RECORDS

Outlined below is a suggested filing system for all participant family records. Separate major headings should be established for

- Participant Families
- Weekly Family Service Records
- Health Services Records

Participant Families -- Prepare individual folders for each participant family, and include a Family In-Take Record, a Family Enrollment Record, and other appropriate local records. Folders may be arranged under the following sub-headings to facilitate the transfer of data to quarterly reports.

- New Families -- Include new families enrolled during the quarter and not subsequently terminated.
- Reinstatement -- Include families reinstated during the current quarter and not subsequently terminated.
- Current Families -- Include families currently participating in the program who have not been enrolled, terminated or reinstated during the current quarter. At the end of each quarter, transfer New Families records and Reinstatement records to this file.
- Terminations-Current Quarter -- Include families terminated during the quarter and not subsequently reinstated.

- Terminations-Previous Quarters -- Include all families terminated prior to the current quarter and not reinstated. At the end of each quarter, transfer records under Terminations-Current Quarter to this file.
- Applications -- Prepare one folder containing Annual In-Take Record for all families who apply for enrollment or who are participating in PCC on a trial basis. When an applicant family is enrolled, complete a Family Enrollment Record form and transfer all records to the New Families file.

Weekly Family Service Records -- Prepare one form for each participant family at the beginning of the quarter. Distribute the forms to those staff members responsible for completing this record or place the forms in designated locations where they are available to appropriate staff. Each week, make certain that assigned staff record the number of times services were provided to individual families. Complete the records at the end of the quarter, add the totals from all forms, and enter the results on the Quarterly Report on Services to Participants II. File each individual completed service record in the appropriate family's file.

Family Health Services Record -- Prepare one form for each participant family and file them together alphabetically by family name in one folder. Complete the health records at the end of each quarter, then add the checks entered on all forms, and transfer the results to the Quarterly Report on Services to Participants III. File the completed health records in each family's individual folder.

SECTION VI

VI. DISTRIBUTION SPECIFICATIONS

DISTRIBUTION

The output of the PCC MIS is distributed in two different forms. Each Parent Child Center receives two copies of reports 1 through 10 that report that center's service and cost patterns. One of these reports is for the project grantee; the other is for the PCC director and staff. The project advisor is to have access to the PCC MIS data through the PCC director.

The national office of the Parent Child Center Program is to receive four copies of reports 1 through 10 on each PCC. It is also to receive five copies of the aggregate data for the PCC program: Management Reports A through F. One copy of each of the local program reports and one copy of the aggregate data for the national PCC program is to go into the permanent files maintained by the program. A similar set of reports is to be available for the chief of the Parent Child Center Program, and a third set is to be available for the grants management division of the Office of Child Development. The fourth set of local project reports is to be divided among the Program Coordinators of the Parent Child Center Program staff, to correspond with their assignments. The two sets of national aggregate data--Management Reports A through F--are to be available to the PCC Program Coordinators of the national PCC program staff.

The Chief of the Parent Child Center program will be responsible for additional dissemination of the quarter PCC MIS statistics to those in the agency to whom he has responsibility (for example, the Director of the Bureau of Head Start and the Director of the Bureau of Child Development Services).